



CADAC Organization Portal User Guide



CADAC

**Organization Portal User Guide
Version 2.2**

Updated March 2014



CADAC Organization Portal User Guide

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Overview of CADAC

CADAC (Canadian Arts Data / Données sur les arts au Canada) is a web based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. CADAC launched in 2008, and has been in development since 2004.

A joint effort of arts funders across the country, CADAC provides a simplified process for arts organizations applying for operating grants. Arts organizations making application to multiple funding agencies submit their financial and statistical information in a single format, to a single source. They have access to their own historical data and to reports both on their own organizations and comparisons to all similar organizations in the database.

Public sector funding agencies have immediate access to current and consistent data for all the arts organizations they fund. Aggregate data across CADAC is also accessible, allowing for reliable and consistent analysis of the Canadian arts sector. Individually and collectively, funding agencies will be able to report on the health of the field and the impact of the arts in their communities.

System Requirements

CADAC Release 2 is based on Web architecture.

To use CADAC, you will need the following:

- Web browser — CADAC currently supports Microsoft® Internet Explorer version 7.0, Mozilla Firefox 2.0, Safari 3.1 (Windows) or Safari 3.1 (Mac OS X) and up for all browsers
- Microsoft Excel version 97-2003
- CADAC User Name and Password
- An email address. If you do not have an email address, establish a free account with Yahoo or Hotmail.

Recommended Settings:

- To run reports your internet browser must be set to allow pop-ups.
- Monitor resolution should be set at 1024 x 768 pixels per inch.
- Display settings should be set to 96 DPI to avoid formatting issues.

Your CADAC session will timeout after 60 minutes of inactivity. Please remember to Save your work often.

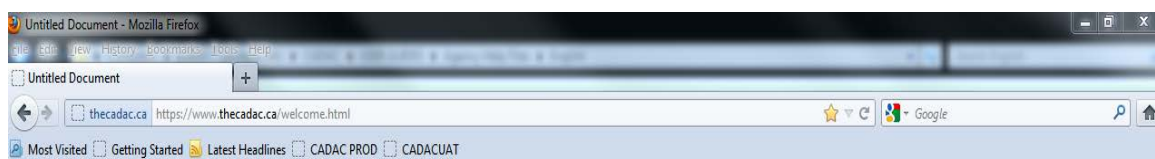


CADAC Organization Portal User Guide

Browser Menu and Icons

The menu and toolbar icons at the top of the page control your Web browser. Do not confuse them with the CADAC menu bar.

Do not use the browser Forward and Back buttons to navigate within CADAC as this may produce unpredictable results. These buttons act on the browser and are not part of the CADAC application. To exit a CADAC page use the Cancel button that is provided on the page or click on a different menu item on the CADAC menu bar.



Home / Login Page CADAC Menu Items

The *Home* or *Login* page provides all users with the ability to view bulletins, frequently asked questions, board members, a variety of guides and video tutorials in addition to a one-hour webinar, and the CADAC staff coordinates including short bios on each.



The *Home* page provides users with up to date information on current activities such as, new CADAC features, application updates and office closures. *Welcome to CADAC, arts funders across the country* lists the funding agencies members.

The *News* page presents the users with a list of bulletins and Users Survey Reports.

The *FAQs*' page presents the users with the most frequently asked questions; click on the question and the page will bring you to the answer.

About Us presents the users with a chart of the board members.

The *Guides* page offers the users a PDF version of the financial form and the statistical form, a variety of guides, 4 video tutorials and a one-hour Webinar.

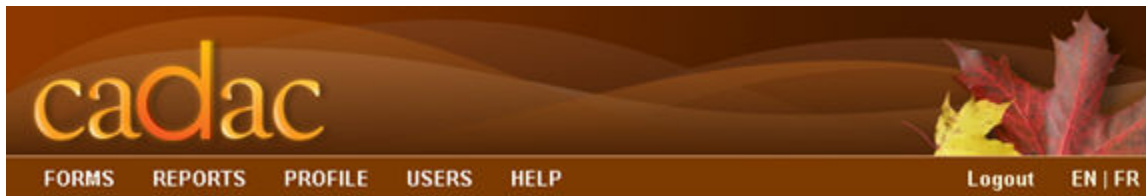
The *Contact Us* page presents the users with a list of the staff, their coordinates including a short bio, and Office hours and closures.



CADAC Organization Portal User Guide

CADAC Menu Items

The Organization Portal provides the user the ability to enter, save and share the organization's financial and statistical information with arts funding agencies. Users are also able to obtain reports on their organization and similar organizations across Canada.



The *Forms* page is used to enter information into CADAC, view previous submissions and create versions of the financial and statistical forms to be used on their desktop and transferred back to CADAC.

The *Reports* page is used to generate, view, save and print reports on your organization and similar organizations across Canada.

The *Profile* page is used to edit organization information.

The *Users* page is used to create new users, manage existing users and allow users to change their own password.

The *Help* page provides online help and video tutorials for the CADAC application.

To exit the CADAC application click Logout on the menu bar. Do not exit an application by closing the browser. To ensure that the connection between your User ID and the CADAC server is severed, you should always click Logout to exit CADAC before closing the browser.

To set the language preference click *EN* for English or *FR* for French on the menu bar.

Language Selection

The Language Selection page is displayed when you enter <http://www.thecadac.ca> in the web browser address field. To set the language selection click *English* or *Français*.



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You can change the language selection at any time by clicking EN for English or FR for French on the menu bar.



Register

How to Register

In order to use CADAC you must first register your organization.

To register your organization in CADAC, follow the steps below:

1. In your web browser address field enter <http://www.thecadac.com>
The *Language Selection* page is displayed when you enter <http://thecadac.ca> in the web browser address field.



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2. To set your language selection, click on *English* or *Français*.
The *Login* page is displayed.



CADAC Organization Portal User Guide

Welcome to CADAC

CADAC (Canadian Arts Data / Données sur les arts au Canada) is a web based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. CADAC launched in 2008, and has been in development since 2004.

A joint effort of [arts funders across the country](#), CADAC provides a simplified process for arts organizations applying for operating grants. Arts organizations making application to multiple funding agencies submit their financial and statistical information in a single format, to a single source. They have access to their own historical data and to reports both on their own organizations and comparisons to all similar organizations in the database.

Public sector funding agencies have immediate access to current and consistent data for all the arts organizations they fund. Aggregate data across CADAC is also accessible, allowing for reliable and consistent analysis of the Canadian arts sector. Individually and collectively, funding agencies will be able to report on the health of the field and the impact of the arts in their communities.

Login

User ID:

Password:

[Forgot User ID?](#) [Forgot Password?](#)

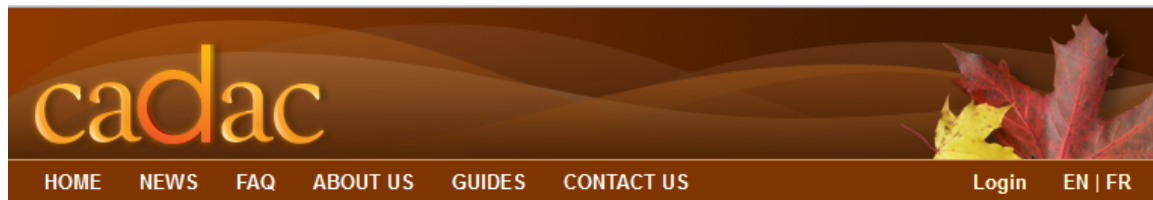
Please click [Register](#) to register your organization.

New to the site?
Click here for the [Quick Start Guide](#)
Click here for the [Video Tutorial](#)

3. Click Register.
The *Terms and Conditions* page is displayed.



CADAC Organization Portal User Guide



Terms and Conditions

[Print Friendly](#)

Please read this agreement carefully before using Canadian Arts Data / Données sur les arts au Canada (CADAC). By using CADAC, an organization is agreeing to be bound by the terms of this agreement. If an organization does not agree to the terms of this agreement and is in the process of registering, click "decline" and exit the system.

Definitions:

Organization refers to the organization registering on CADAC to enter financial and statistical data into the database.

Organization User – Once an organization is registered, it has the ability to designate one or more users of the CADAC system and may control a user's ability to access or manipulate data through the assignment of "permissions" (e.g. .submit data, edit data, view data, manage the organization profile, etc.)

Terms and Conditions

☒ I have read and agree to the Terms and Conditions.

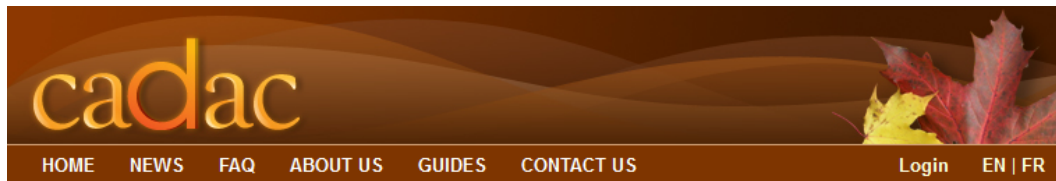
[Accept](#)

[Decline](#)

4. Check the box and click Accept to accept the Terms and Conditions.
The *Registration Request* page is displayed.
Click Decline to decline the Terms and Conditions.
The *Login* page is displayed and you can then exit the web browser
5. Complete the Registration Request form. The asterisk (*) indicates mandatory fields that must be completed.



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Registration Request

Please complete and **Submit** the Registration Request below. Fields marked with an asterisk (*) are mandatory. It is advisable that you have all the required information before beginning the registration process as the system will timeout after 60 minutes of inactivity.

The Contact Information should be completed for the person in your organization who will be your ongoing contact with CADAC. This person will have the highest level of organization user permissions within the system.

Contact Information

First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Title*:	<input type="text"/>	Phone*:	<input type="text" value="###-###-#### ext"/>
Email*:	<input type="text"/>	Confirm Email*:	<input type="text"/>
Preferred Language:	<input type="text" value="English"/>		

User ID and Password

User ID*:	<input type="text"/>	The User ID must be 6 to 20 characters in length. A customized User ID may be used instead of the suggested ID.
Password*:	<input type="text"/>	The Password must be 6 to 20 characters in length and must contain at least one upper case character, one lower case character and one number.
Confirm Password*:	<input type="text"/>	

Organization Information

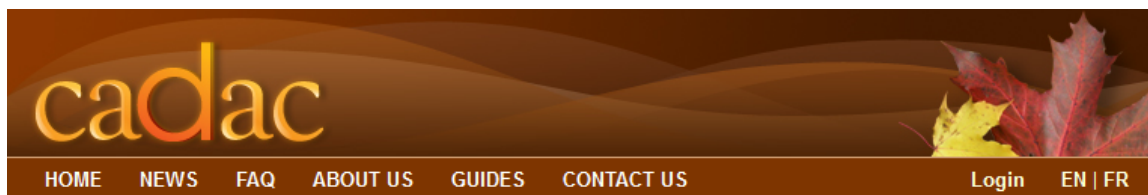
Legal Name*:	<input type="text"/>	
Operating Name:	<input type="text"/>	Separate multiple operating names using semi-colons. Maximum of 200 characters per name.
Display Name*:	<input type="text" value="Select Display Name"/>	
Web Site:	<input type="text"/>	
Street Number*:	<input type="text"/>	Street Number Suffix: <input type="text" value="A or ##"/>
Street Information is not necessary if providing P.O. Box or R.R.		
Street Name*:	<input type="text"/>	
Street Type*:	<input type="text" value="Select Type"/>	Street Direction: <input type="text" value="Select Direction"/>
Select the blank option if the street type is not listed.		
Unit Type:	<input type="text" value="Select Unit Type"/>	Unit Number: <input type="text"/>



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City / Town / Reserve*:	<input type="text"/>	P.O.Box / Rural Route:	<input type="text"/>
Province / Territory*:	<input type="text" value="Select Province"/>	Postal Code*:	<input type="text"/>
Fiscal Year End*:	<input type="text" value="Month"/>	<input type="text" value="Day"/>	
Incorporated?*	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Incorporation Number:	<input type="text"/>	<input type="radio"/> Federal <input checked="" type="radio"/> Provincial	
Type of Organization:	<input checked="" type="radio"/> Not-For-Profit <input type="radio"/> For-Profit		
Federally Registered Charitable Organization?*	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Federal Charity Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	#### - #### - RR####	
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

- Click Submit to submit the registration request.
Confirmation that your request has been submitted is displayed. For missing or incorrect data, an error message will be displayed at the top of the page.



Registration Request

Thank you for registering your organization. A confirmation will be emailed to you after your registration has been processed. The processing wait time depends on the volume of registration requests pending approval.

N.B. Please verify in all email folders e.g. Junk, Spam, for your confirmation. (866-249-0296 / 613-566-4328)



- Click OK.
The *Login* page is displayed and you can exit the web browser.

The registration request will be reviewed by the CADAC Financial Data Analyst (FDA). A confirmation email message containing your CADAC ID will be emailed to you after your registration has been processed. The CADAC ID is used to uniquely identify your organization in CADAC. The registration request processing wait time depends on the volume of registration requests pending approval.



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Login

To log in to CADAC follow the steps below:

1. In your web browser address field enter <http://www.thecadac.com>.
The *Language Preference* page is displayed.
2. To set your language preference click English or Français.
The *Login* page is displayed.

The screenshot shows the CADAC website's login interface. At the top is a header with the CADAC logo and a navigation menu: HOME, NEWS, FAQ, ABOUT US, GUIDES, CONTACT US, and language links EN | FR. The main content area is titled 'Welcome to CADAC' and contains three paragraphs of text. The first paragraph describes CADAC as a web-based application for collecting and analyzing financial and statistical data on Canadian arts organizations. The second paragraph mentions a joint effort by arts funders across the country. The third paragraph states that public sector funding agencies have immediate access to current and consistent data. To the right of the text is a 'Login' box with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot User ID?' and 'Forgot Password?'. Below the login box is a 'Register' section with a 'Register' button and links for 'Quick Start Guide' and 'Video Tutorial'.

Welcome to CADAC

CADAC (Canadian Arts Data / Données sur les arts au Canada) is a web based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. CADAC launched in 2008, and has been in development since 2004.

A joint effort of [arts funders across the country](#), CADAC provides a simplified process for arts organizations applying for operating grants. Arts organizations making application to multiple funding agencies submit their financial and statistical information in a single format, to a single source. They have access to their own historical data and to reports both on their own organizations and comparisons to all similar organizations in the database.

Public sector funding agencies have immediate access to current and consistent data for all the arts organizations they fund. Aggregate data across CADAC is also accessible, allowing for reliable and consistent analysis of the Canadian arts sector. Individually and collectively, funding agencies will be able to report on the health of the field and the impact of the arts in their communities.

Login

User ID:

Password:

[Forgot User ID?](#) [Forgot Password?](#)

Please click [Register](#) to register your organization.

New to the site?
Click here for the [Quick Start Guide](#)
Click here for the [Video Tutorial](#)

3. Enter your User ID.
4. Enter your Password.
5. Click Login to log in to CADAC.



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Note: If you enter your password incorrectly five consecutive times the system will temporarily lock your account and you will not be able to log in to CADAC. If this occurs please contact the CADAC Administrator cadacadministrator@thecadac.ca to unlock your account.

Quick Start Guide

For an overview of CADAC and information on how to register, download the Quick Start Guide.

From the *Login Page*, click Quick Start Guide.

The *Quick Start Guide* will open in Acrobat PDF format for you to view online or print.

Welcome to CADAC

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Login

User ID:

Password:

[Forgot User ID?](#) [Forgot Password?](#) [Login](#)

Please click [Register](#) to register your organization. [Register](#)

New to the site?
Click here for the [Quick Start Guide](#)
Click here for the [Video Tutorial](#)



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Online Video Tutorial

A quick three minute Video Tutorial is available online with step-by-step instructions on how to register in CADAC.

From the *Login Page*, click Video Tutorial.

Welcome to CADAC

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Login

User ID:

Password:

[Forgot User ID?](#) [Forgot Password?](#) [Login](#)

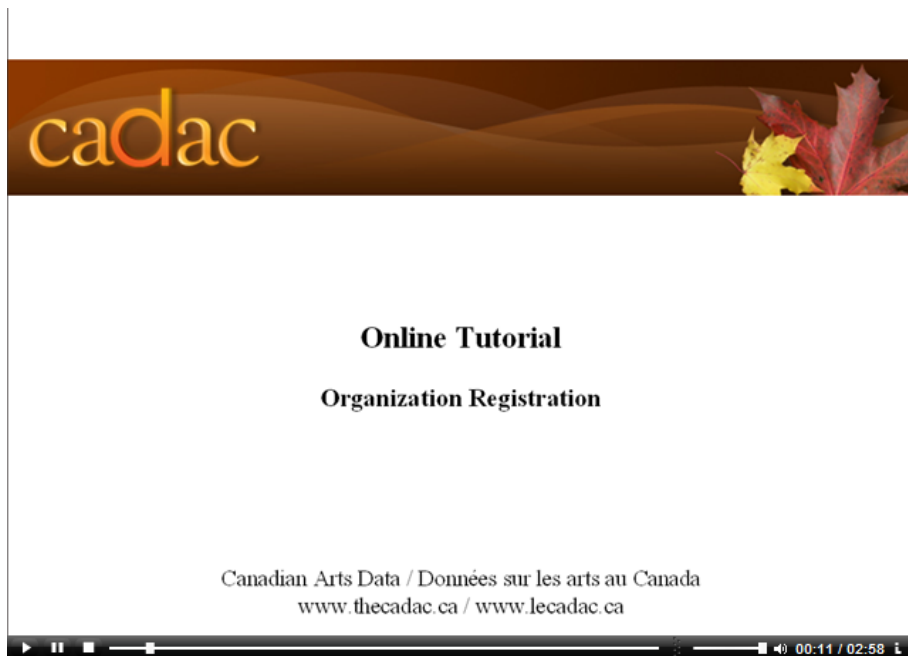
Please click [Register](#) to register your organization. [Register](#)

New to the site?
Click here for the [Quick Start Guide](#)
Click here for the [Video Tutorial](#)

The *Video Tutorial* will open for you to view online.



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Forgot User ID?

If you have forgotten your User ID, click Forgot User ID? The *Forgot User ID?* page is displayed.

1. Enter your email address.
2. Confirm your email address.
3. Click Submit.
Your User ID will be sent to the email address provided at registration.



CADAC Organization Portal User Guide

Forgot Password?

If you have forgotten your password, click [Forgot Password?](#) The *Forgot Password?* page is displayed.

1. Enter your User ID.
2. Click Submit.
A temporary password will be sent to the email address provided at registration.

Financial and Statistical Forms

The *Financial and Statistical Forms* page displays a summary of the organization's financial and statistical forms. It allows the user to download and upload financial forms and add new data. Data for the Statistical form can only be entered directly online. This page also allows you to view and edit existing financial and statistical data that has not been approved and locked by the Financial Data Analyst.

Forms Workflow:

- There are two ways to create financial data in CADAC. You can download a form from CADAC, save it to the desktop as a Microsoft Excel file, enter data into the form and upload the file to CADAC. The form is saved as a draft version and only your organization has access to it. Or you can enter data directly into CADAC using the online form and click **Save** to save the form as a draft version.



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- There is only one way to create statistical data in CADAC by entering data directly in CADAC using the online form; click **Save** to save the form as a draft version.
- Once the forms are complete you must **Submit** them to CADAC. (See [Submit a Financial/Statistical Form](#) for Instructions). Click **Edit** on the Forms page then click Submit located at the bottom of the financial form. The Financial Data Analyst can view all forms submitted to CADAC. A funding agency can view your forms only if you provide the agency with your organization's CADAC ID. After the form has been submitted, you can attach financial statements for the corresponding year, when available. (See [Add an Attachment for Instructions](#)).
- When the financial statements are attached the Financial Data Analyst changes the status of the form from *Submitted* to *Under Review* and reviews the financial statements to ensure they are signed and to reconcile the submitted form with the statements. Once reconciled, the financial form is approved and the form status is changed to *Locked*. *Locked* forms cannot be edited by the organization. Note that statistical forms are never locked. If the Financial Data Analyst cannot reconcile the form with the financial statements, the form status will be changed to *Revise* and the Financial Data Analyst will contact the organization. After discussion with the Financial Data Analyst, the organization will revise the financial form as necessary and Submit the revised form to CADAC.



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Financial and Statistical Forms

This page displays a summary of the organization's financial and statistical forms. You can enter data, view, edit, upload and download forms and also upload attachments. Icons are used to indicate the type of attachment and the [status](#) of the form.

Click **New** to add new data online. Click **Download** to download a form to the desktop for completing or printing offline. Click **Upload** to upload a completed form. For instructions on how to attach financial statements, [click here](#).

For instructions on how to **Submit** a financial form, [click here](#). For instructions on how to **Submit** a statistical form, [click here](#). To view Video Tutorials, go to the HELP menu "Video Tutorials."

CADAC ID: TES2318115

Name: Theatre ABC - Test

Contact: test1 tester

Phone: 613-566-4414

Email: jocelyne.alain@canadac...

Web Site: No web site address entered.

Preferred Language: English ▼

Legend

Form Status: Draft Submitted Under Review Revise Re-submitted Locked

Attachments: Add an Attachment Unaudited Financial Statements Review Engagement Audited Financial Statements

Validation Report:

Financial [Download](#) [Upload](#)

Year↑	Draft	Status	
APR 2017 - MAR 2018	New	View	Edit
APR 2016 - MAR 2017	New	View	Edit
APR 2015 - MAR 2016	New	View	Edit
APR 2014 - MAR 2015	New	View	Edit

Statistical [Download for printing only](#)

Year↑	Draft	Status	
APR 2017 - MAR 2018	New	View	Edit
APR 2016 - MAR 2017	New	View	Edit
APR 2015 - MAR 2016	New	View	Edit
APR 2014 - MAR 2015	New	View	Edit

A box in the top right-hand corner of the *Forms* page displays the organization's name, CADAC ID, contact name, contact's phone number, the contact's email address and preferred language.

CADAC ID: TES2318115

Name: Theatre ABC - Test

Contact: test1 tester

Phone: 613-566-4414

Email: jocelyne.alain@canadac...

Web Site: No web site address entered.













Preferred Language: English ▼



CADAC Organization Portal User Guide






Buttons and Icons

The chart below describes the functionality of each button and icon on the *Forms* page.

BUTTONS	DESCRIPTION
	Used to download a financial form from CADAC to the desktop.
	Used to download a statistical form from CADAC to the desktop.
	Used to upload a financial form from the desktop to CADAC
	Used to create a new financial / statistical record for the selected year.
	Used to view the financial / statistical form for the selected year.
	Used to edit the financial / statistical record for the selected year.
STATUS ICONS	DESCRIPTION
	Draft – The form has been <i>Saved</i> but not <i>Submitted</i> and can be viewed only by the organization. It can also be edited by the organization.
	Submitted – The form has been submitted to the Financial Data Analyst for review and can also be viewed by funding agencies that have the organization's CADAC ID. An organization can edit a form when the status is <i>Submitted</i> .
	Under Review – The form has been submitted and is currently under review by the Financial Data Analyst. An organization cannot edit a form that is <i>Under Review</i> .
	Revise – The form has been reviewed by the Financial Data Analyst and returned to the organization for revisions. An organization can edit a form when the status is <i>Revise</i> .
	Re-submitted – The form has been re-submitted following revisions requested by the Financial Data Analyst. It can also be viewed by funding agencies that have the organization's CADAC ID. An organization can edit a form when the status is <i>Re-submitted</i> .
	Locked – The form has been reconciled with the attached financial statements and locked by the Financial Data Analyst.



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	An organization cannot edit a form that is Locked.
ATTACHMENT ICONS	DESCRIPTION
	Add an Attachment – Indicates to a user that an attachment can be added to that specific year.
	Audited Financial Statements have been attached to the financial form.
	A Review Engagement Report has been attached to the financial form.
	Unaudited Financial Statements have been attached to the financial form.
	A Statistical Validation Report has been attached to the statistical form.

Financial Form

Download a Financial Form

Allows a user to download the financial form to the desktop. This file is in Microsoft Excel format and data can be entered directly into the file. This file can later be uploaded back to CADAC.

1. From the *Financial and Statistical Forms* page, click Download.
The *Download Form* page is displayed.



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Download Form

You can download a financial or statistical form (.xls format) to the desktop to be completed and later uploaded to CADAC. Only forms downloaded from CADAC can be uploaded to CADAC. Completed forms can also be downloaded for printing. To download a form use the drop-down list to select the year that will represent the current year column in the financial form and click **Download**.

Your Current Year: 2013 - 2014 Download

Back

CADAC ID: TES2318115

Name: Theatre ABC - Test

Contact: test1 tester

Phone: 613-566-4414

Email: jocelyne.alain@canadac...

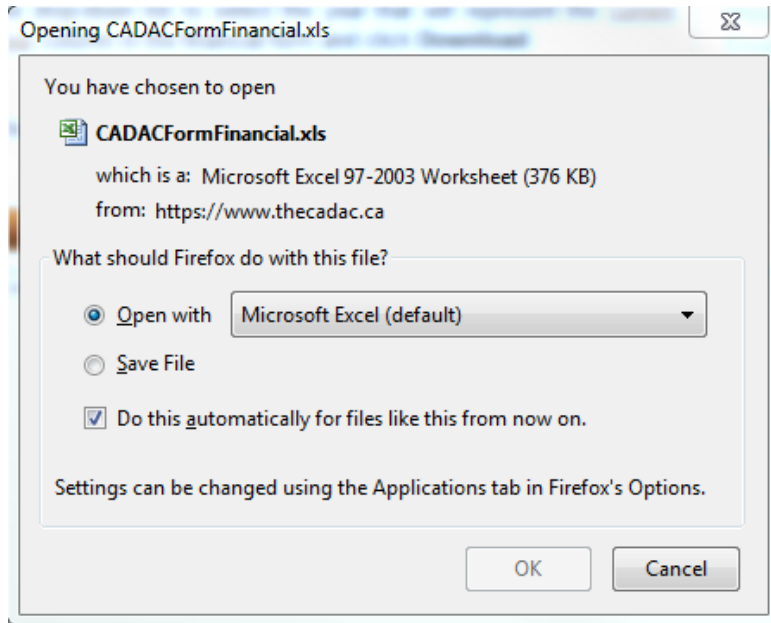
Web Site: No web site address entered.

Preferred Language: English



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2. The organization's current fiscal year appears automatically by default; 6 years of data will be downloaded: the Prior and Last year, the Current year projected and three Request years.
3. Click Download.
The *File Download* dialog box is displayed.



4. Click Open to open the form or click Save to save it to the desktop before opening the file.

CADAC Financial Form in Microsoft Excel Format

When a user downloads the financial form to the desktop in Microsoft Excel format, the organization name and fiscal year are already entered. The Current Year selected by the user during the download process determines the fiscal year header entered for the Prior, Last and Request Year columns. Data previously entered in CADAC by the organization for any fiscal year contained in the form is included when it is downloaded.

If a line label includes the instructions "Click here online or specify below in Excel", the user can provide details or specify breakdown of the figures entered in a column using the related text line below. A separate line is provided for each column (e.g. Yr 2013, Yr 2014, Yr 2015). Text cannot exceed 200 characters per line. Semi-colons should not be used. CADAC will convert semi-colons to commas when the form is uploaded.



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Applicant organization name									
Theatre ABC - Test (CADAC ID: TES2318115)									
If these figures do not match Financial Statements figures, please provide explanation									
Line #		Prior Year Actuals		Last Year Actuals		Current Year Projected		Request Year	
		Apr/01/2011 Mar/31/2012	% of Total	Apr/01/2012 Mar/31/2013	% of Total	Apr/01/2013 Mar/31/2014	% of Total	Apr/01/2014 Mar/31/2015	% of Total
		Locked		Locked		Submitted		Submitted	
4000	REVENUES								
4100	Earned Revenue								
4105	Production admissions and box office from subscriptions / admissions membership or group admissions	18,000	4	19,000	4	7,676	2	75	1
4110	Production admissions and box office from single ticket sales	14,000	3	23,000	5	25,000	5	0	
4115	Co-productions	30,000	7	23,000	5	23,000	5	0	
4120	Touring revenue / exhibition rental	0		38,000	8	28,000	6	0	
4125	Presenting / hosting admissions and box office	0		0		0		0	
4130	Distribution revenue (media ads)	0		0		0		0	
4135	Fees - guarantees (local market)	0		0		0		0	
4140	Other artistic revenues and fees (Click here online or specify below in Excel-max 200 char)	12,500	3	15,000	3	12,000	2	14,000	99
Yr2012									
Yr2013									
Yr2014	\$12,000 = \$8,000 \$ Donations and \$4,000 Special event								
Yr2015	\$14,000 = \$8,000 Donations and \$4,000 Special event ABC, \$2,000 special XYZ								
Yr2016									
Yr2017									

When the Microsoft Excel form is uploaded to CADAC, the details are displayed in a text box below the related line number.



CADAC Organization Portal User Guide

Click or to expand or collapse each section of the form.

Click to scroll through data for years not visible on the page.

Position cursor over the underlined line numbers for definitions.

[Back](#) [Reset](#) [Reset](#)

[Revision History](#) [Revision History](#) [Revision History](#)

JAN 2009 - JAN 2010 **JAN 2010 - JAN 2011** **JAN 2011 - JAN 2012**

Modified By: organ1
Modification Date: JAN 19, 2009 4:33 PM JAN 30, 2009 4:51 PM FEB 2, 2009 1:46 PM
Status: Draft Draft Draft

REVENUES

	% of Revenue	% of Revenue	% of Revenue
4100 Earned Revenue			
<u>4105</u> Producing admissions and box office from subscriptions / admissions membership or group admissions	899	0	78
<u>4110</u> Producing admissions and box office from single ticket sales	1,200,000	0	0
<u>4115</u> Co-production	23,564,110	0	0
<u>4120</u> Touring revenue / exhibition rental	80	0	0
<u>4125</u> Presenting / hosting admissions and box office	0	0	0
<u>4130</u> Distribution revenue (media arts)	0	0	0
<u>4135</u> Fees - guarantees (local market)	0	0	0
<u>4140</u> Other artistic revenues and fees (Click here online or specify below in Excel)	5000	7500	10000
	2,500 = CC; 2,500 = special sale tickets	5,000 = fundraising; 2,500 = event ABC	5,000 = fundraising; 5,000 = special event CDC
<u>4145</u> Fees from workshops / classes / conferences / annual meetings / seminars / colloquia	0	0	0
<u>4150</u> Revenue from associated school (gross)	0	0	0
<u>4155</u> Membership dues or fees (not eligible for a tax receipt)	0	0	0

Upload a Financial Form

Allows a user to upload the Microsoft Excel financial form previously downloaded from CADAC. This file may contain up to six years' worth of financial information.

Note: the Excel financial form must be Saved As **97-2003**

1. From the *Financial and Statistical Forms* page, click Upload. The *Upload Form* page is displayed.



CADAC Organization Portal User Guide

The screenshot shows the CADAC website's 'Upload Form' page. The header includes the CADAC logo and navigation links: FORMS, REPORTS, PROFILE, USERS, HELP, Logout, EN | FR. The main content area is titled 'Upload Form' and contains instructions for uploading a Microsoft Excel financial form. It includes a text box for the user's name, contact information, and a 'Browse...' button to select a file. Below the instructions, there is a 'Financial or Statistical Form:' label, a text input field, a 'Browse...' button, and an 'Upload' button. A 'Back' button is located at the bottom left.

cadac

FORMS REPORTS PROFILE USERS HELP Logout EN | FR

Upload Form

You can upload the completed Microsoft Excel financial form or statistical form to CADAC. Only forms previously downloaded from CADAC can be uploaded to CADAC. Click **Browse** to locate the file on your computer. On the **Choose File** dialog, select the file, then click **Open**. Click **Upload** to upload the form.

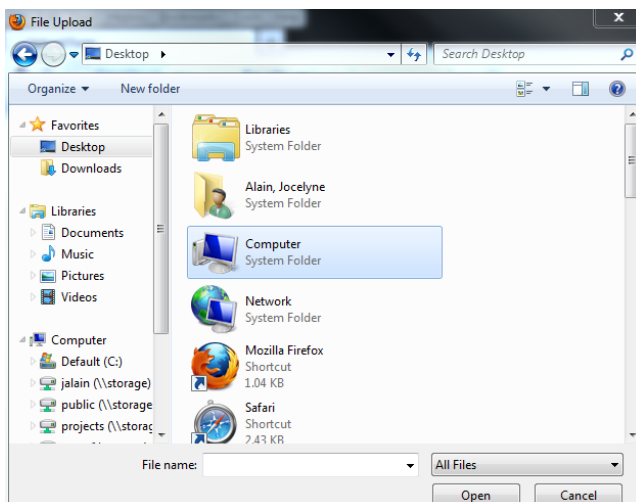
After a successful upload, the following message is displayed: *File uploaded.*

The uploaded form is saved as a draft until it is submitted. The form must be "submitted" in order for funding agencies and / or the CADAC Financial Data Controller to view it. When ready to submit, return to the **Forms** page. Select the year and click **Edit**. Scroll down and click **Submit**. After the submit process is complete, the following message is displayed at the bottom of the page: *Form [specifies year] submitted.*

CADAC ID: ART1581715
Name: Arts Organization
Contact: Elizabeth Jones
Phone: 416-214-5555
Email: ejones@artso.ca
Web Site: No web site address entered.

Financial or Statistical Form:

2. Click Browse...to locate the financial form to be uploaded to CADAC. The *Choose file* dialog box is displayed.



3. Select the file and click Open on the *Choose file* dialog box.
4. Click Upload to upload the financial form.



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5. A confirmation message is displayed with the upload status of each year.

Financial Form:

File upload status
Apr/01/2011 Mar/31/2012 - Skipped
Apr/01/2012 Mar/31/2013 - Skipped
Apr/01/2013 Mar/31/2014 - Uploaded
Apr/01/2014 Mar/31/2015 - Uploaded
Apr/01/2015 Mar/31/2016 - Skipped - All values are Zero
Apr/01/2016 Mar/31/2017 - Skipped - All values are Zero

Notes:

- A draft form is saved if new or revised data is uploaded. If a blank form is uploaded, the confirmation message will indicate the upload function was successful but because no data is present, no form will be saved for the specified year.
- If a draft form already exists for a year being uploaded, the user will be asked to confirm whether to overwrite the existing draft.

Financial Form:

You have a draft that cannot be overwritten unless you choose to.

Do you want to overwrite the draft data?

- Financial Forms are saved as drafts when uploaded. The user must Submit each form in order to finalize the process. (See [Submit a Financial Form](#) for Instructions)

Submit a Financial Form

Allows a user to Submit a financial form. Forms are submitted after being completed online or after the completed Microsoft Excel financial form is uploaded to CADAC. Forms that are *submitted* can



CADAC Organization Portal User Guide

be viewed by the CADAC Financial Data Analyst and by funding agencies that have the organization's CADAC ID.

1. From the *Financial and Statistical Forms* page, click Edit to select the form to submit. The *Financial Form Edit* page is displayed.

Position cursor over the underlined line numbers for definitions.

Back

Reset

Revision History

	APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
Modified By:	t10002	t10002	
Modification Date:	OCT 17, 2013 10:15 AM	JAN 7, 2014 4:07 PM	
Status:	Submitted	Draft	
Modified By:	n/a	n/a	
FDA Status Changed Date:	N/A	N/A	

+ REVENUES

+ EXPENSES

+ SURPLUS OR (DEFICIT)

+ STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)

APR 2012 - MAR 2013

APR 2013 - MAR 2014

APR 2014 - MAR 2015

Back

Save

Submit

Save

Submit

Save

Submit

2. Scroll to the bottom of the page and click Submit to submit the form.

When the Submit process is complete, a message is displayed to confirm the form has been successfully submitted.



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Back








Form APR 2013 - MAR 2014 is successfully submitted.

APR 2012 - MAR 2013 APR 2013 - MAR 2014 APR 2014 - MAR 2015

Save Submit Save Submit Save Submit

Click Back  to return to the Forms page.

The form status icon for the specified year has changed from *Draft*  to *Submitted*  and the attachment icon  is now displayed to allow the user to attach financial statements.

 Financial	Download	Upload
Year↑	Draft	Status
APR 2017 - MAR 2018	New	View Edit
APR 2016 - MAR 2017	New	View Edit
APR 2015 - MAR 2016	New	View Edit
APR 2014 - MAR 2015	New	View Edit
APR 2013 - MAR 2014		View Edit 
APR 2012 - MAR 2013		View Edit 
APR 2011 - MAR 2012		View Edit 

Note: Each financial year must be submitted separately. For example, if the financial form uploaded to CADAC has 5 years of financial data; the user must click Submit for each of the five years in order to complete the process.

Print a Financial Form

CADAC does not provide a “print” function for printing the Financial forms. In order to print the form you must first download the form as a Microsoft Excel file and then print it. For instructions on downloading financial forms, see [Download a financial form](#).

Enter New Financial Data Online

Allows a user to add new financial data for the selected year.



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1. From the *Financial and Statistical Forms* page, Click New.
The *Financial Form* page is displayed.

Financial Form Edit

You can enter new financial data directly into the system or edit previously submitted financial data. Click **Save** to calculate totals, sub-totals and to save the data. After the data is saved, the following message is displayed at the bottom of the page: *Form [specifies year] saved.*

The data is saved as a draft until it is submitted. The data must be "submitted" in order for funding agencies or the CADAC Financial Data Analyst/Administrator to view it. To submit the data, click **Submit**. After the submit process is complete, the following message is displayed at the bottom of the page: *Form [specifies year] submitted.*

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Click or to expand or collapse each section of the form.

Click to scroll through data for years not visible on the page.

Position cursor over the underlined line numbers for definitions.

Back

Reset

Reset

Revision History

Revision History

APR 2012 - MAR 2013

APR 2013 - MAR 2014

APR 2014 - MAR 2015

Modified By: 110002

Modification Date: OCT 17, 2013 10:15 AM

Status: Submitted

Modified By: 110002

Modification Date: JAN 8, 2014 10:17 AM

Status: Submitted

Modified By: n/a

Modification Date: N/A

Status: n/a

Modified By: n/a

Modification Date: N/A

Status: N/A

Please remember to save your information!

REVENUES

	% of Revenue	% of Revenue	% of Revenue
4100 Earned Revenue			
4106 Production admissions and box office from subscriptions / admissions membership or group admissions	100 22%	0 0%	0
4110 Production admissions and box office from single ticket sales	0 0%	0 0%	0
4115 Co-productions	0 0%	0 0%	0
4120 Touring revenue / exhibition rental	0 0%	100 0%	0
4125 Presenting / hosting admissions and box office	43 9%	0 0%	0
4130 Distribution revenue (media arts)	0 0%	0 0%	0
4136 Fees - guarantees (local market)	0 0%	0 0%	0
4140 Other artistic revenues and fees (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
4145 Fees from workshops / classes / conferences / annual meetings / seminars / colloquia	0 0%	0 0%	0
4150 Revenue from associated school (gross)	0 0%	0 0%	0
4155 Membership dues or fees (not eligible for a tax receipt)	0 0%	0 0%	0
4160 Sales, commissions and broadcasting (gross)	0 0%	0 0%	0
4162 Net revenues obtained from artists' gross bookings	0 0%	500 1%	0
4165 Facilities and equipment rental, sale of works of art	0 0%	0 0%	0
4170 Other earned revenues (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
4175 Total Earned Revenue	143 31%	600 2%	
4200 Net Investment Income			
4206 Trust, endowment and investment revenue (net)	15 3%	0 0%	0
4210 Total Net Investment Income	15 3%	0 0%	
4300 Private Sector Revenue			



CADAC Organization Portal User Guide

EXPENSES

	% of Expenditures	% of Expenditures	% of Expenditures
5100 Artistic Expenses, Including Exhibition, Production, Technical, Programming and Services			
5105 Artists' and professional fees	25 7%	0	0
5110 Artistic salaries - permanent and temporary employees	85 25%	0	0
5115 Copyright, reproduction and royalties payments	0 0%	0	0
5120 Production / technical salaries and fees			
5125 Production / technical salaries - permanent and temporary employees	10 3%	0	0
5130 Production / technical services professional fees	10 3%	0	0
5135 Programming expenses			
5140 Exhibition / programming / production / distribution (media arts) / special projects expenses	50 15%	0	0
5145 Loan and acquisition of works of art / performance	0 0%	0	0
5150 Touring / circulation expenses	0 0%	0	0
5155 Professional development programming for arts community	0 0%	0	0
5160 Expenses of associated school (gross)	0 0%	0	0
5165 Catalogues / documentation / publications	0 0%	0	0
5170 Collections management	0 0%	0	0
5175 Education, audience development and outreach	0 0%	0	0
5180 Advocacy (arts service organizations only)	0 0%	0	0
5185 Member communications (arts service organizations only)	0 0%	0	0
5187 Membership and Registration	0 0%	0	0
5190 Other artistic, program, and services expenses (Click here to edit online or specify below in Excel-200 char max)	25 7%	0	0
5195 Total Artistic Expenses	205 60%	0	
5200 Facility Operating Expenses			

SURPLUS OR (DEFICIT)

	% of Revenue	% of Revenue	% of Revenue
6100 Total Revenues (A)	463	34,900	
6105 Total Expenses (B)	340 73%	0 0%	
6110 Surplus or (deficit) for the year (A-B), before amortization, adjustments and interfund transfers	123 27%	34,900 100%	
6115 Amortization of capital assets (depreciation)	0 0%	0 0%	0
6117 * Amortization for Creation / Production costs (depreciation), included on line 6115	0 0%	0 0%	0
6120 Amortization of deferred contributions for capital assets	0 0%	0 0%	0
6125 Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only) (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
6130 Surplus or (deficit) before transfers for the year	123 27%	34,900 100%	
6135 Interfund transfers (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
6140 Surplus or (deficit) for the year (C)	123 27%	34,900 100%	
6200 ACCUMULATED SURPLUS OR (DEFICIT)			
6205 Accumulated surplus or (deficit), beginning of year	1,125 243%	1,248 4%	36,148
6210 Surplus or (deficit) for the year (C)	123 27%	34,900 100%	
6215 Accumulated surplus or (deficit), end of year	1,248 270%	36,148 104%	



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— STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)

	% of Revenue	% of Revenue	% of Revenue
Assets			
6260 Current assets	0	0	0
6265 Capital / fixed assets	0	0	0
6270 Other assets (Click here to edit online or specify below in Excel-max 200 char)	0	0	0
Total Assets	0	0	
Liabilities and net assets			
Liabilities			
6290 Current liabilities	0	0	0
6295 Other liabilities (Click here to edit online or specify below in Excel-max 200 char)	0	0	0
Total Liabilities	0	0	
Net Assets			
6310 Unrestricted net assets	0 0%	0 0%	0
6315 Invested in Capital / fixed assets	0 0%	0 0%	0
6320 Internally designated or restricted funds	0 0%	0 0%	0
6325 Cash reserves (Alberta organizations only)	0 0%	0 0%	0
6330 Externally designated or restricted funds	0 0%	0 0%	0
6335 Other net assets (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
Total Net Assets	0 0%	0 0%	
Total Liabilities and Net Assets	0	0	
6355 Working capital	0 0%	0 0%	
6360 Working capital ratio	0	0	

APR 2012 - MAR 2013 APR 2013 - MAR 2014 APR 2014 - MAR 2015

Back Save Save Save Submit Submit Submit

2. Enter all applicable information on the form. Round all figures to the closest dollar. Decimal points are not accepted.
3. If a line label includes the instructions "Click here online", a text box is available to allow the user to provide details. Open the text boxes by clicking the line label as indicated.



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Click or to expand or collapse each section of the form.

Click to scroll through data for years not visible on the page.

Position cursor over the underlined line numbers for definitions.

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Revision History
Revision History

	APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
Modified By:	t10001	t10001	
Modification Date:	DEC 3, 2013 11:07 AM	JAN 8, 14 2:53 PM	
Status:	Locked	Draft	
Modified By:	fdccadac	n/a	
FDA Status Changed Date:	DEC 3, 2013 11:41 AM	N/A	
4345 Total Private Sector Revenue	85,000 18%	98,407 20%	
4400 Public Sector Revenue			
4405 Federal public revenues			
4410 Canada Council for the Arts			
4415 * Operating grants	45,000 9%	45,000 9%	0
4417 * Touring grants	46,000	40,000	0
4420 * Project grants	4,000 1%	3,000 1%	0
4425 * Other Canada Council grants (Click here to edit online or specify below in Excel-max 200 char)	0 0%	2,000 0%	0
		Translation: \$500 Travel Grant: \$1,500	
4430 Department of Canadian Heritage (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0

The text boxes can be used to provide details or specify breakdown of figures (see example below). Text cannot exceed 200 characters. Semi-colons cannot be used in a textbox. CADAC will convert semi-colons to commas when the form is saved.

4. Click Save to calculate and save the form. Each column must be saved separately. The data is saved as a draft version and only your organization has access to it.
5. Once all data has been added and finalized, click Submit to submit the form. Funding agencies can now view the form but only if you have provided them with your organization's CADAC ID.



View Financial Data

Allows a user to view the financial data previously entered into CADAC for a specific year.

1. From the *Financial and Statistical Forms Page*, click View. The *Financial Form View* page is displayed.
2. Click or to expand or collapse each section of the form.



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3. Click   to scroll through the data for the various years of the financial form.

Edit Financial Data

Allows a user to edit the data for an existing financial year. Financial forms can be edited if the status of the form is *Draft*, *Submitted* or *Revise*. Forms that are *Under Review* or *Locked* cannot be edited.

1. From the *Financial and Statistical Forms* page, Click Edit.
The *Financial Forms Edit* page is displayed.



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Financial Form Edit

You can enter new financial data directly into the system or edit previously submitted financial data. Click **Save** to calculate totals, sub-totals and to save the data. After the data is saved, the following message is displayed at the bottom of the page: *Form [specifies year] saved.*

The data is saved as a draft until it is submitted. The data must be "submitted" in order for funding agencies or the CADAC Financial Data Analyst/Administrator to view it. To submit the data, click **Submit**. After the submit process is complete, the following message is displayed at the bottom of the page: *Form [specifies year] submitted.*

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Click or to expand or collapse each section of the form.

Click to scroll through data for years not visible on the page.

Position cursor over the underlined line numbers for definitions.

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Reset

Revision History

Reset

Revision History

APR 2012 - MAR 2013

APR 2013 - MAR 2014

APR 2014 - MAR 2015

Modified By: 110002

Modification Date: OCT 17, 2013 10:15 AM

Status: Submitted

Modified By: 110002

Modification Date: JAN 8, 2014 10:17 AM

Status: Submitted

Modified By: n/a

Modification Date: N/A

Status: N/A

Please remember to save your information!

REVENUES

	% of Revenue	% of Revenue	% of Revenue
4100 Earned Revenue			
4106 Production admissions and box office from subscriptions / admissions membership or group admissions	100 22%	0 0%	0
4110 Production admissions and box office from single ticket sales	0 0%	0 0%	0
4115 Co-productions	0 0%	0 0%	0
4120 Touring revenue / exhibition rental	0 0%	100 0%	0
4126 Presenting / hosting admissions and box office	43 9%	0 0%	0
4130 Distribution revenue (media arts)	0 0%	0 0%	0
4136 Fees - guarantees (local market)	0 0%	0 0%	0
4140 Other artistic revenues and fees (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
4145 Fees from workshops / classes / conferences / annual meetings / seminars / colloquia	0 0%	0 0%	0
4150 Revenue from associated school (gross)	0 0%	0 0%	0
4155 Membership dues or fees (not eligible for a tax receipt)	0 0%	0 0%	0
4160 Sales, commissions and broadcasting (gross)	0 0%	0 0%	0
4162 Net revenues obtained from artists' gross bookings	0 0%	500 1%	0
4165 Facilities and equipment rental, sale of works of art	0 0%	0 0%	0
4170 Other earned revenues (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
4175 Total Earned Revenue	143 31%	600 2%	
4200 Net Investment Income			
4205 Trust, endowment and investment revenue (net)	15 3%	0 0%	0
4210 Total Net Investment Income	15 3%	0 0%	
4300 Private Sector Revenue			



CADAC Organization Portal User Guide

EXPENSES

	% of Expenditures	% of Expenditures	% of Expenditures
5100 Artistic Expenses, Including Exhibition, Production, Technical, Programming and Services			
5105 Artists' and professional fees	25 7%	0 0%	0 0%
5110 Artistic salaries - permanent and temporary employees	85 25%	0 0%	0 0%
5115 Copyright, reproduction and royalties payments	0 0%	0 0%	0 0%
5120 Production / technical salaries and fees			
5125 Production / technical salaries - permanent and temporary employees	10 3%	0 0%	0 0%
5130 Production / technical services professional fees	10 3%	0 0%	0 0%
5135 Programming expenses			
5140 Exhibition / programming / production / distribution (media arts) / special projects expenses	50 15%	0 0%	0 0%
5145 Loan and acquisition of works of art / performance	0 0%	0 0%	0 0%
5150 Touring / circulation expenses	0 0%	0 0%	0 0%
5155 Professional development programming for arts community	0 0%	0 0%	0 0%
5160 Expenses of associated school (gross)	0 0%	0 0%	0 0%
5165 Catalogues / documentation / publications	0 0%	0 0%	0 0%
5170 Collections management	0 0%	0 0%	0 0%
5175 Education, audience development and outreach	0 0%	0 0%	0 0%
5180 Advocacy (arts service organizations only)	0 0%	0 0%	0 0%
5185 Member communications (arts service organizations only)	0 0%	0 0%	0 0%
5187 Membership and Registration	0 0%	0 0%	0 0%
5190 Other artistic, program, and services expenses (Click here to edit online or specify below in Excel-200 char max)	25 7%	0 0%	0 0%
5195 Total Artistic Expenses	205 60%	0 0%	0 0%
5200 Facility Operating Expenses			

SURPLUS OR (DEFICIT)

	% of Revenue	% of Revenue	% of Revenue
6100 Total Revenues (A)	463	34,900	
6105 Total Expenses (B)	340 73%	0 0%	
6110 Surplus or (deficit) for the year (A-B), before amortization, adjustments and interfund transfers	123 27%	34,900 100%	
6115 Amortization of capital assets (depreciation)	0 0%	0 0%	0 0%
6117 * Amortization for Creation / Production costs (depreciation), included on line 6115	0 0%	0 0%	0 0%
6120 Amortization of deferred contributions for capital assets	0 0%	0 0%	0 0%
6125 Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only) (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0 0%
6130 Surplus or (deficit) before transfers for the year	123 27%	34,900 100%	
6135 Interfund transfers (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0 0%
6140 Surplus or (deficit) for the year (C)	123 27%	34,900 100%	
6200 ACCUMULATED SURPLUS OR (DEFICIT)			
6205 Accumulated surplus or (deficit), beginning of year	1,125 243%	1,248 4%	36,148
6210 Surplus or (deficit) for the year (C)	123 27%	34,900 100%	
6215 Accumulated surplus or (deficit), end of year	1,248 270%	36,148 104%	



CADAC Organization Portal User Guide

STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)

	% of Revenue	% of Revenue	% of Revenue
Assets			
Current assets	0	0	0
Capital / fixed assets	0	0	0
Other assets (Click here to edit online or specify below in Excel-max 200 char)	0	0	0
Total Assets	0	0	
Liabilities and net assets			
Liabilities			
Current liabilities	0	0	0
Other liabilities (Click here to edit online or specify below in Excel-max 200 char)	0	0	0
Total Liabilities	0	0	
Net Assets			
Unrestricted net assets	0 0%	0 0%	0
Invested in Capital / fixed assets	0 0%	0 0%	0
Internally designated or restricted funds	0 0%	0 0%	0
Cash reserves (Alberta organizations only)	0 0%	0 0%	0
Externally designated or restricted funds	0 0%	0 0%	0
Other net assets (Click here to edit online or specify below in Excel-max 200 char)	0 0%	0 0%	0
Total Net Assets	0 0%	0 0%	
Total Liabilities and Net Assets	0	0	
Working capital	0 0%	0 0%	
Working capital ratio	0	0	

APR 2012 - MAR 2013 APR 2013 - MAR 2014 APR 2014 - MAR 2015

Back Save Submit Save Submit Save Submit

2. Edit the financial data for the selected year.
3. Click Save to calculate and save the data.
4. Once all data has been edited and the financial form is ready to be submitted to CADAC, click Submit.

Reset **Reset**

Allows a user to reset the financial form to the last submitted version. Upon Reset all current changes saved changes are lost as the form reverts back to the last submitted version. The user is prompted to confirm the Reset action before continuing.

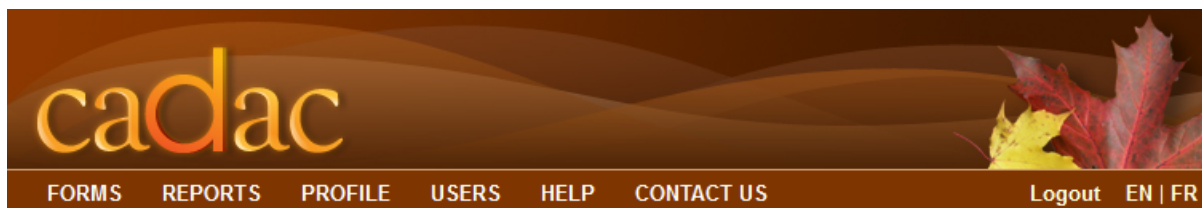
Revision History **Revision History**

Allows a user to view previously submitted versions of a financial form. The revision history highlights the changes made to the form with each new revision. Revisions are numbered and are identified by the submission date and the submitter's User ID.



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The user can also download the revision history to view, in Excel, the two previous years, all of the versions of the selected year and the following 3 years. This allows the agency user to view and print updates of the selected year of the organization's interim/mid-term report.



Previous Financial Forms

You can view previously submitted versions of a financial form. The revision history highlights the changes made to the form with each new submission. Revisions are numbered and identified by the submission date and the submitter's User ID.

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Fiscal Year: APR 2013 - MAR 2014

[Download](#) [Back](#)

Final / Projected / Rejected:	Projected	Projected
Status:	Submitted	Submitted
Revision:	1	2
Submitted By:	t10001	t10001
Date:	DEC 3, 2013	DEC 3, 2013
Revenues		
4100	Earned Revenue	




Financial Statements

Organizations are required to submit financial statements to CADAC when their fiscal year is completed. Financial statements are uploaded as electronic attachments to a specific year and can be viewed by the Financial Data Analyst (FDA) and funding agencies that have the organization's CADAC ID. It is the organization's responsibility to submit the type of financial statements required by the funding agency to which it is applying.



CADAC Organization Portal User Guide


Types of Financial Statements

ICON	DEFINITION
	Audited financial statements are formal financial reports prepared from accounting records that include a report expressing the professional opinion of the external auditor as to the fairness of the financial statements. The accountant's brief is to determine if the financial statements present fairly, with no material misstatements, the financial position of the organization. The auditor examines financial records and accounts to verify their accuracy, and performs certain tests of the information. The audit must be signed by two members of the Board of Directors or other governing body to confirm their acceptance of the auditor's report.
	A Review Engagement report is a formal financial report prepared from accounting records and reviewed by an independent accountant. The accountant's brief is to determine the plausibility of the financial information reported on; the accountant is confirming that nothing has come to light that would suggest the statements don't fairly represent the financial situation of the organization. The report must be signed by two members of the Board of Directors or other governing body to confirm their acceptance of the accountant's report.
	Unaudited financial statements are formal financial reports prepared by an organization, including a Statement of Financial Position (sometimes called a balance sheet) and a Statement of Revenues and Expenses (sometimes called a statement of operations). These reports do not require scrutiny by anyone from outside the organization, but must be signed by two members of the Board of Directors or other governing body to confirm their acceptance of the statements.

Attachments











Add an Attachment

After the financial data for a given year has been submitted to CADAC you can attach an electronic copy of your audited financial statements, review engagement report or unaudited financial statements.

1. From the *Financial and Statistical Forms* page, click the *Add an attachment* icon  for the year to which the financial statements will be attached.



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 Financial		Download	Upload	
<u>Year↑</u>	Draft	Status		
APR 2017 - MAR 2018		New	View	Edit
APR 2016 - MAR 2017		New	View	Edit
APR 2015 - MAR 2016		New	View	Edit
APR 2014 - MAR 2015		New	View	Edit
APR 2013 - MAR 2014		View	Edit	
APR 2012 - MAR 2013		View	Edit	
APR 2011 - MAR 2012		View	Edit	
APR 2010 - MAR 2011		View	Edit	

The *Add Attachment* page is displayed.



CADAC Organization Portal User Guide



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Add Attachment

Organizations are required to submit financial statements for their last completed fiscal year. ***It is the organization's responsibility to submit the type of financial statements required by the funding agency to which it is applying.***

After the financial form has been submitted, you can upload an electronic copy (e.g. pdf file) of audited financial statements, review engagement report or unaudited financial statements, as an attachment. Click **Browse** to locate the file on your computer, and then click **Open** on the **Choose File** dialog. Using the radio buttons, select the type of financial statements to be attached. Click **Upload** to upload the file.

CADAC ID: TES5722331

Name: Test 2

Contact: Test 2

Phone: 613-566-4414

Email: gabriel.zamfir@thecadac.ca

Web Site: No web site address entered.

Preferred Language: English

After a successful upload, the attachment icon representing the type of financial statements will appear on the **Forms** page for the applicable year. For information on the approval process for financial attachments, [click here](#).

If unable to scan and upload the financial statements, please mail a hard copy to the address given below. The statements will be scanned in on your behalf and can be accessed from the **Forms** page.

CADAC
ATT.: Financial Data Analyst/Administrator - CONFIDENTIAL
350 Albert Street, 12th Floor
P.O. Box 1047,
Ottawa, ON K1P 5V8

Fiscal Year: APR 2012 - MAR 2013

☒  Audited Financial Statements

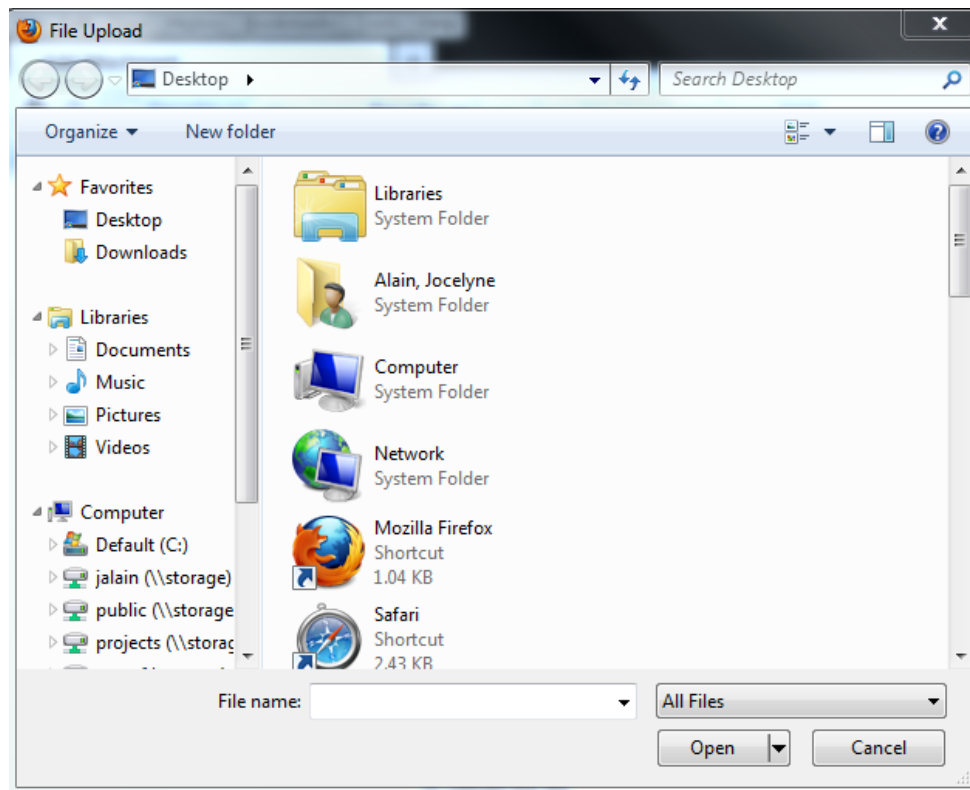
☐  Review Engagement

☐  Unaudited Financial Statements

-
2. Use the radio buttons to identify the type of financial statements being attached.
3. Click Browse..to locate the financial attachment to be uploaded to CADAC.
The *Choose file* dialog box is displayed.











CADAC Organization Portal User Guide



4. Select the file then click Open on the *Choose file* dialog box.
5. Click Upload to upload the attachment.

The *add an attachment* icon  for the specified year has been replaced with the specified financial attachment icon (audited , review engagement , or unaudited .

 Financial		Download Upload	
<u>Year↑</u>	Draft	Status	
APR 2017 - MAR 2018	New	View Edit	
APR 2016 - MAR 2017	New	View Edit	
APR 2015 - MAR 2016	New	View Edit	
APR 2014 - MAR 2015	New	View Edit	
APR 2013 - MAR 2014		View Edit	
APR 2012 - MAR 2013		View Edit	
APR 2011 - MAR 2012		View Edit	

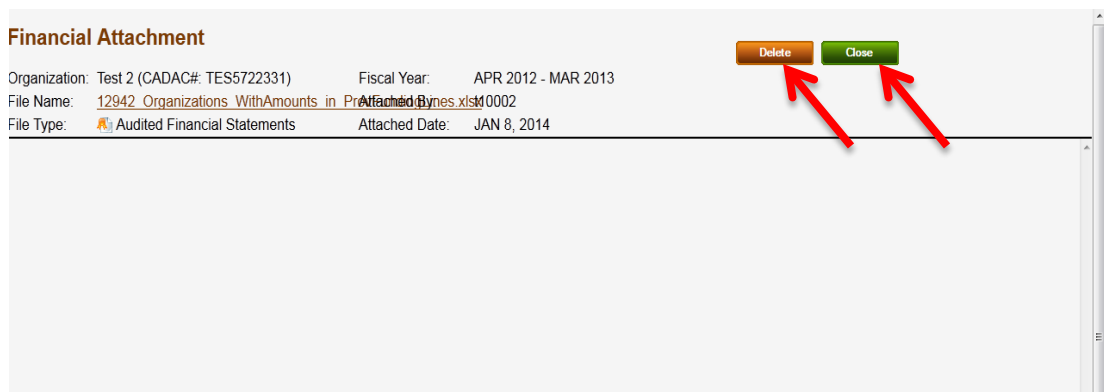


CADAC Organization Portal User Guide

View or Delete an Attachment

You can view financial statements attached to any financial form regardless of the status of the form. You can delete attachments only if the status of the financial form is Submitted.

1. Click the financial attachment icon for the selected year.
The financial statements are displayed in a new window.



2. Click Close to exit the financial attachment.
Click Delete to delete the financial attachment.
The User is prompted to confirm the Delete action before continuing.
The *Forms* page is displayed.



CADAC Organization Portal User Guide

Statistical Forms

Add New Statistical Data

Enter New Statistical Data Online

Allows a user to add new statistical data for the selected year.

1. From the *Financial and Statistical Forms page*, click New.
A yellow box allows you to select the section(s) (one or more) of the form for which you want to record statistical data.

Please select the section(s) (one or more) of the form for which you want to record statistical data.

Note: For more information, please consult the [Redesign of Statistical Form](#) available in the "Help" menu.

Public Performances and literary readings Attendance at public performances and literary readings	<input checked="" type="checkbox"/>
Exhibitions Attendance at exhibitions	<input type="checkbox"/>
Film / video / media screenings Attendance at film / video / media screenings	<input type="checkbox"/>
Community Arts Projects Attendance at Community Arts Projects	<input type="checkbox"/>
New Works	<input checked="" type="checkbox"/>
Arts and Culture Service Organizations (for ASO only)	<input type="checkbox"/>
Arts Education and Arts Learning Activities / Programs	<input type="checkbox"/>
Artists in Residence	<input type="checkbox"/>
Artists, Staffing & Volunteers * *All organizations are required to complete this section of the form, regardless of the type of activity undertaken.	<input checked="" type="checkbox"/>

Next

Cancel



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2. Click *Next* once you have indicated your selection(s) with a checkmark.
3. The *Statistical Form Edit* page is displayed showing the expanded section(s) of your selection. Please note that if you overlook the selection of one or more sections, they will still be available for you to view and fill out by clicking the '+' symbol

Position cursor over the underlined line numbers for definitions. Click to add an explanation.

[Back](#) [Reset](#) [Revision History](#)

APR 2013 - MAR 2014 **APR 2014 - MAR 2015** APR 2015 - MAR 2016

Modified By: t10001
Modification Date: JAN 10, 2014 8:58 AM
Status: Submitted
Modified By: n/a
FDA Status Changed Date: N/A

PUBLIC ACTIVITY (Performances, Exhibitions, Film / Video / Media Screenings, Community Arts Activities)

PUBLIC PERFORMANCES AND LITERARY READINGS

	% Change	% Change	% Change
1105 Public Performances and Literary Readings Produced by Your Organization			
1110 Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	10 -79%		
1112 Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve			
1115 Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110	5 -44%		
1120 Number of public performances and literary readings produced by your organization and toured in other provinces and territories			
1125 Number of public performances and literary readings produced by your organization and toured internationally			
1130 Total number of public performances and literary readings produced by your organization and toured	5 -44%		
1140 Total Number of Public Performances and Literary Readings produced by your organization	15 -78%		



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PUBLIC ATTENDANCE AND PARTICIPATION

	% Change	% Change	% Change
Attendance at public performances and literary readings			
1510 Attendance at public performances and literary readings produced by your organization and presented in your city / town / reserve	1,000 -81%		
1512 Attendance at public performances and literary readings where your organization is presented by another organization in your city / town / reserve			
1515 Potential maximum attendance at public performances and literary arts readings produced and presented by your organization in your city / town / reserve	5,000 -9%		
1520 Attendance at public performances and literary readings produced by your organization and toured in your province/territory not included in line 1510	1,000 -75%		
1525 Attendance at public performances and literary readings produced by your organization and toured in other provinces and territories			
1530 Attendance at public performances and literary readings produced by your organization and toured internationally			
1535 Total attendance at public performances and literary readings produced by your organization and toured	1,000 -75%		
1545 Total Attendance at Public Performances and Literary Readings produced by your organization	2,000 -86%		

NEW WORKS

	% Change	% Change	% Change
1805 Number of new works presented or exhibited by your organization which were created by or commissioned from Canadian artists (not including works created for children or youth)		2	
1810 Number of new works specifically for children up to 14 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists			
1815 Number of new works specifically for youth 15-24 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists			
1820 Number of works by Canadian artists purchased by your organization (For visual arts, media arts and dance organizations only)			
1825 Number of works by Canadian artists donated to your organization (For visual arts, media arts and dance organizations only)			
1830 Total Number of New Works		2	

+ ARTS AND CULTURAL SERVICE ORGANIZATIONS

+ ARTS EDUCATION AND ARTS LEARNING ACTIVITIES/PROGRAMS

+ OTHER

APR 2013 - MAR 2014

APR 2014 - MAR 2015

APR 2015 - MAR 2016

Save

Submit

Print

Save

Submit

Print

Save

Submit

Print

Back



CADAC Organization Portal User Guide

4. Enter the applicable information on the form.
5. Enter Details for applicable lines by clicking on the Details icon
6. Click Save to calculate and save the form.
The form is saved as a draft version and only your organization has access to it.
7. Once all data has been added and finalized click Submit to submit the form. Funding agencies can now view the form but only if you have provided them with you organization's CADAC ID.

Submit a Statistical Form

A green rectangular button with the word "Submit" in white text.

Allows a user to Submit a statistical form. Forms are *submitted* after being completed online. Forms that are *submitted* can be viewed by the CADAC Financial Data Analyst and by funding agencies that have the organization's CADAC ID.

1. From the *Financial and Statistical Forms* page, click Edit to select the form to submit. The *Statistical Form Edit* page is displayed.



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Click to scroll through data for years not visible on the page.

Position cursor over the underlined line numbers for definitions. Click to add an explanation.

	APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
Modified By:	t10001	t10001	
Modification Date:	DEC 3, 2013 11:20 AM	JAN 10, 14 8:48 AM	
Status:	Submitted	Draft	
Modified By:	n/a	n/a	
FDA Status Changed Date:	N/A	N/A	

Please remember to save your information!

Discrepancies are highlighted in yellow. Refer to the Validation Report - [Click here.](#)

+ PUBLIC ACTIVITY (Performances, Exhibitions, Film / Video / Media Screenings, Community Arts Activities)

+ PUBLIC ATTENDANCE AND PARTICIPATION

+ NEW WORKS

+ ARTS AND CULTURAL SERVICE ORGANIZATIONS

+ ARTS EDUCATION AND ARTS LEARNING ACTIVITIES/PROGRAMS

+ OTHER

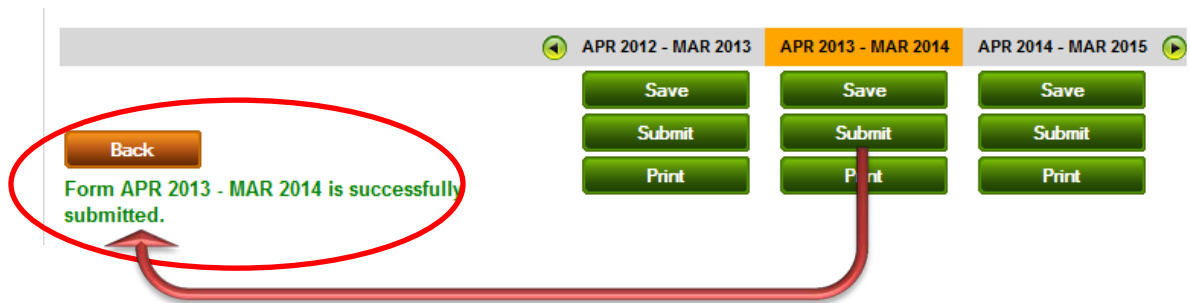
+ ARTISTS, STAFFING & VOLUNTEERS



	APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
	Save	Save	Save
	Submit	Submit	Submit

- When the Submit process is complete, a message is displayed to confirm the form has been successfully submitted.







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3. Click **Back** to return to the *Forms* page.
The form status icon for the specified year has changed from *Draft*  to *Submitted* .

View Statistical Data

Allows a user to view the statistical data previously entered into CADAC for a specific year.

1. From the *Financial and Statistical Forms* page, click View then click Next.
The *Statistical Form View* page is displayed.
2. Click  or  to expand or collapse each section of the form.
3. Click  or  to scroll through the data for the various years of the statistical form.

Allows a user to view, at the bottom of the page, *Explanations* of specific lines added by the organization.

4. Click Print, a PDF version of the statistical form is downloaded to allow you to print the form and the *Explanations* for each line.



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1145	Number of public performances and literary readings co-produced included on line 1140			
1150	Public Performances and Literary Readings Produced by Other Artists/Organizations and Presented by Your Organization			
1155	Number of public performances and literary readings produced by other artists/organizations and presented by...			
		APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
		Save	Save	Save
		Submit	Submit	Submit
		Print	Print	Print

[Back](#)

Explanations

Line	APR 2012 - MAR 2013	APR 2013 - MAR 2014	APR 2014 - MAR 2015
1110		An additional 10 performances were held at the Community Centre auditorium this year.	

View Statistical Validation Report

Allows a user to view a statistical validation report if a statistical form is submitted with discrepancies; this report contains a list of lines where discrepancies were found, as well as the values and details/explanations recorded.

Accessing the statistical validation report:

1. From the *Financial and Statistical Forms* page, click the validation report blue icon to the right of the desired year to download the report.



CADAC Organization Portal User Guide

Year†	Draft	Status
APR 2017 - MAR 2018		New View Edit
APR 2016 - MAR 2017		View Edit
APR 2015 - MAR 2016		View Edit
APR 2014 - MAR 2015		View Edit
APR 2013 - MAR 2014		View Edit
APR 2012 - MAR 2013		View Edit
APR 2011 - MAR 2012		View Edit
APR 2010 - MAR 2011		View Edit
APR 2009 - MAR 2010		View Edit
APR 2008 - MAR 2009		View Edit
APR 2007 - MAR 2008		View Edit
APR 2006 - MAR 2007		View Edit

2. Or “Click here” at the to of the page

Position cursor over the underlined line numbers for definitions. [Click](#) to add an explanation.

[Back](#) [Reset](#) [Reset](#) [Reset](#)

[Revision History](#) [Revision History](#) [Revision History](#)

APR 2012 - MAR 2013 APR 2013 - MAR 2014 APR 2014 - MAR 2015

Modified By: t10001 t10001 t10001
Modification Date: DEC 3, 2013 11:20 AM JAN 10, 2014 8:58 AM JAN 10, 2014 10:31 AM
Status: Submitted Submitted Submitted
Modified By: n/a n/a n/a
FDA Status Changed Date: N/A N/A N/A

Please remember to save your information!

Discrepancies are highlighted in yellow. Refer to the Validation Report - [Click here.](#)

PUBLIC ACTIVITY (Performances, Exhibitions, Film / Video / Media Screenings, Community Arts Activities)

	% Change	% Change	% Change
+ PUBLIC PERFORMANCES AND LITERARY READINGS			
+ EXHIBITIONS			
+ Film / Video / Media Screenings			
- Community Arts Projects			
1400 Number of community arts projects undertaken by your organization in your city / town / reserve	8 -20%	8 0%	
1405 Number of community arts projects undertaken by your organization in your province/territory not included on line			

Edit Statistical Data

Allows a user to edit the data for an existing statistical year. Statistical forms can be edited if they have been saved as drafts or if they have been submitted.



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1. From the *Financial and Statistical Forms* page, click Edit.
Click *Next* once you have indicated your selection(s) with a checkmark.

Please select the section(s) (one or more) of the form for which you want to record statistical data.

Note: For more information, please consult the [Redesign of Statistical Form](#) available in the "Help" menu.

Public Performances and literary readings Attendance at public performances and literary readings	<input checked="" type="checkbox"/>
Exhibitions Attendance at exhibitions	<input type="checkbox"/>
Film / video / media screenings Attendance at film / video / media screenings	<input type="checkbox"/>
Community Arts Projects Attendance at Community Arts Projects	<input type="checkbox"/>
New Works	<input checked="" type="checkbox"/>
Arts and Culture Service Organizations (for ASO only)	<input type="checkbox"/>
Arts Education and Arts Learning Activities / Programs	<input type="checkbox"/>
Artists in Residence	<input type="checkbox"/>
Artists, Staffing & Volunteers * <i>*All organizations are required to complete this section of the form, regardless of the type of activity undertaken.</i>	<input checked="" type="checkbox"/>

Next **Cancel**

The *Statistical Form Edit* page is displayed showing the expanded section(s) of your selection.





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Position cursor over the underlined line numbers for definitions. Click to add an explanation.

[Back](#) [Reset](#) [Reset](#)
[Revision History](#) [Revision History](#)

APR 2013 - MAR 2014 APR 2014 - MAR 2015 APR 2015 - MAR 2016

Modified By: t10001 t10001
Modification Date: JAN 10, 2014 8:58 AM JAN 10, 2014 10:31 AM
Status: Submitted Submitted
Modified By: n/a n/a
FDA Status Changed Date: N/A N/A

PUBLIC ACTIVITY (Performances, Exhibitions, Film / Video / Media Screenings, Community Arts Activities)

PUBLIC PERFORMANCES AND LITERARY READINGS

	% Change	% Change	% Change
1105 Public Performances and Literary Readings Produced by Your Organization			
1110 Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	10 -79%	8 -20%	
1112 Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve			
1115 Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110	5 -44%	6 20%	
1120 Number of public performances and literary readings produced by your organization and toured in other provinces and territories			
1125 Number of public performances and literary readings produced by your organization and toured internationally			
1130 Total number of public performances and literary readings produced by your organization and toured	5 -44%	6 20%	
1140 Total Number of Public Performances and Literary Readings produced by your organization	15 -78%	14 -7%	

PUBLIC ATTENDANCE AND PARTICIPATION

Attendance at public performances and literary readings

	% Change	% Change	% Change
1510 Attendance at public performances and literary readings produced by your organization and presented in your city / town / reserve	1,000 -81%	1,200 20%	
1512 Attendance at public performances and literary readings where your organization is presented by another organization in your city / town / reserve			
1515 Potential maximum attendance at public performances and literary arts readings produced and presented by your organization in your city / town / reserve	5,000 -9%	6,000 20%	
1520 Attendance at public performances and literary readings produced by your organization and toured in your province/territory not included in line 1510	1,000 -75%	7,000 600%	
1525 Attendance at public performances and literary readings produced by your organization and toured in other provinces and territories			
1530 Attendance at public performances and literary readings produced by your organization and toured internationally			
1535 Total attendance at public performances and literary readings produced by your organization and toured	1,000 -75%	7,000 600%	
1545 Total Attendance at Public Performances and Literary Readings produced by your organization	2,000 -86%	8,200 310%	



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Line	Description	APR 2013 - MAR 2014	APR 2014 - MAR 2015	APR 2015 - MAR 2016
1805	Number of new works presented or exhibited by your organization which were created by or commissioned from Canadian artists (not including works created for children or youth)		2	
1810	Number of new works specifically for children up to 14 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists			
1815	Number of new works specifically for youth 15-24 years of age presented or exhibited by your organization which were created by or commissioned from Canadian artists			
1820	Number of works by Canadian artists purchased by your organization (For visual arts, media arts and dance organizations only)			
1825	Number of works by Canadian artists donated to your organization (For visual arts, media arts and dance organizations only)			
1830	Total Number of New Works		2	

Explanations

Line	APR 2013 - MAR 2014	APR 2014 - MAR 2015	APR 2015 - MAR 2016
1805		2 new works were created this year	

2. Edit the statistical data for the selected year.
3. Edit the details for a selected year by clicking on the Details icon
4. Click Save to calculate and save the data.
5. Once all data has been edited and the statistical form is ready to be submitted to CADAC, click Submit.

Download a Statistical Form for Printing Only

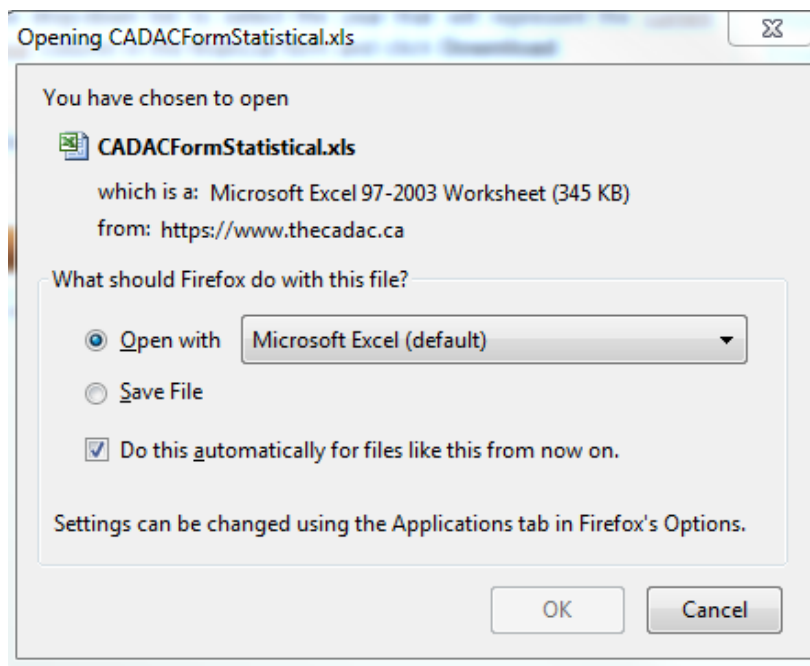
Allows a user to download the statistical form to the desktop. The file is in Microsoft Excel Format.

1. From the *Financial and Statistical Forms* page, click Download for printing only. The *Download Form* page is displayed.



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2. The organization's current fiscal year appears automatically by default; 4 years of data will be downloaded: the Prior and Last year, the Current year projected and one Request year.
3. Click Download.
The *File Download* dialog box is displayed.





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4. Click Open to open the form or click Save to save it to the desktop before opening the file.

Revision History and Reset

Revision History



Allows a user to view previously submitted versions of a statistical form. The revision history highlights the changes made to the form with each new revision. Revisions are numbered and are identified by the submission date and the submitter's User ID.

The user can download the revision history to view, in Excel, the two previous years, all of the versions of the selected year and the following year. This allows the agency user to view and print updates of the selected year of the organization's interim/mid-term report.

The user can also download the validation report from this page.



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Previous Statistical Forms

You can view previously submitted versions of a statistical form. The revision history highlights the changes made to the form with each new submission. Revisions are numbered and identified by the submission date and the submitter's User ID.

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Fiscal Year: APR 2013 - MAR 2014

Final / Projected / Rejected:	Projected	Projected	Projected
Status:	Submitted	Submitted	Submitted
Revision:	1	2	3
Submitted By:	t10001	t10001	t10001
Date:	NOV 6, 2013	DEC 5, 2013	JAN 10, 2014
		Validation Report	Validation Report

PUBLIC ACTIVITY (exhibitions, performances (including readings), community arts events, etc.)

1100	PUBLIC PERFORMANCES AND LITERARY READINGS			

Reset

Reset

Allows a user to reset the statistical form to the last saved version. Upon Reset all current changes are lost as the form reverts back to the last submitted version. The user is prompted to confirm the Reset action before continuing.

Reports

Reports Overview

The *Reports* section of CADAC allows an organization to run reports on its own data as well as run reports that compare its data to aggregate data of similar organizations. To protect confidentiality of information, comparison reports are only available when data can be drawn from five or more organizations. This ensures that the aggregate data cannot be identified with specific organizations.

There are six types of reports available:



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- The Comparative Financial and Statistical Reports compares an organization's financial and statistical data to aggregate data of all organizations in CADAC that meet the report criteria: Discipline, Region or Total Revenue Range.
- The Consolidated Comparative Financial and Statistical Report compares an organization's financial and statistical data to aggregate data of organizations with a combination of various criteria.
- The Comparative Full Financial and Statistical Summary Report compares all financial and statistical lines of two fiscal years and calculates the variance and the corresponding percentage of the gap between these years.
- The Financial and Statistical Trends Report tracks up to 15 lines from the organization's financial and statistical forms over a period of time (e.g., 5 or 10 years) and generates bar graphs for each line to display the results.

In order to run reports, your internet browser must be set to allow pop-ups.

Run Reports

1. From the menu bar, click Reports.
The *Reports - Step 1* page is displayed.

cadac

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Reports

In order to run reports, your internet browser must be set to allow pop-ups. For a detailed description of the reports, [click here](#).

Step 1: Select a Report

- [Comparative Financial and Statistical Report Based on Discipline](#)
- [Comparative Financial and Statistical Report Based on Region](#)
- [Comparative Financial and Statistical Report Based on Total Revenue Range](#)
- [Consolidated Comparative Financial and Statistical Report](#)
- [Comparative Full Financial and Statistical Report](#)
- [Financial and Statistical Trends Report](#)

CADAC ID: TES7149708
Name: Theat7149708
Contact: test1 tester
Phone: 416-123-1234
Email: abc@cadacuat.com
Web Site: cadacuat.thecadac.ca
Preferred Language: English

2. Click the title to select the report.
The *Reports - Step 2* page is displayed.

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Reports

In order to run reports, your internet browser must be set to allow pop-ups. For a detailed description of the reports, [click here](#).

Step 2: Specify Report Criteria

All fields marked with an asterisk (*) are mandatory.

CADAC ID: TES7452308

Name: VisAR7452308

Contact: Test 2

Phone: 416-123-1234

Email: abc@cadacuat.com

Web Site: cadacuat.thecadac.ca

Preferred Language: English

Selected Report:

Fiscal Year From: APR 2011 - MAR 2012

Fiscal Year To: APR 2012 - MAR 2013

Province / Territory: Ontario

City / Town / Reserve:

Postal Code Begins with:

Consolidated Comparative Financial and Statistical Report

For comparison purposes of the report, please select the Discipline and/or Specialization and/or Practices below.

You do not have a Discipline, Specialization and Practice assigned to your organization yet. For more details, please contact CADAC.

Also, please note, you can run this report on any of the following 5 criteria, individually or combining them.

Discipline: Theatre

Specialization: Theatre Company

Practice: - Select One -

Form Status: - Select One -

Revenue Range: From To

Type of Organization (For Profit/Not-for-Profit): Not-For-Profit

Org Charitable Status: - Select One -

Please select at least one financial or statistical line *

Select Financial Lines

4700 - Total Revenues (A)

5600 - Total Expenses (B)

Select Statistical Lines

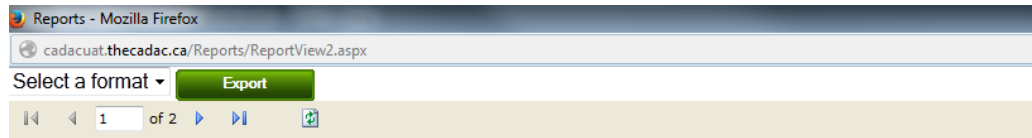
1110 - Number of public performances and literary readings produced by your org

1510 - Attendance at public performances and literary readings produced by your



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3. Use the drop-down lists to specify the report criteria and click View Report.
The report is displayed in a new window



Consolidated Comparative Financial and Statistical Report

Province: Ontario
Discipline: Theatre
Specialization: Theatre Company
Fiscal Year From: 2011 - 2012
Fiscal Year To: 2012 - 2013
Type of Organization: Not-For-Profit
Financial Line: 4700 - Total Revenues (A)
5600 - Total Expenses (B)
Statistical Line: 1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve
1510 - Attendance at public performances and literary readings produced by your organization and presented in your city / town / reserve

Legend

Mean (Average): The most common measure of central tendency (the location of the middle or centre of a distribution), the mean is the arithmetic average of a set of numbers.

Median: The value of the middle item when the data are arranged from lowest to highest; another measure of central tendency. If there is an even number of observations, the median is the average of the two middle observations.

Standard Deviation: Standard deviation measures the spread or dispersion around the mean of a data set. It is the most widely-used measure of spread.

Colour Coding

Revenues & Balance Sheet:

Organization's value is higher than the group median OR the organization's value increased.

Organization's value is equal to the group median OR the organization's value didn't change.

Organization's value is less than the group median OR the organization's value decreased.

Expenses:

Organization's value is higher than the group median OR the organization's value increased.

Organization's value is equal to the group median OR the organization's value didn't change.

Organization's value is less than the group median OR the organization's value decreased.

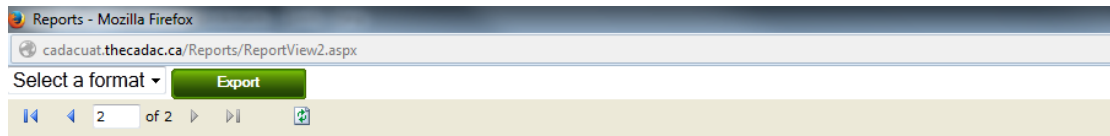
Mean 1 is calculated dividing the TOTAL by the total number of organizations included in the pool.

Mean 2 is calculated dividing the TOTAL by the number of organizations that recorded data higher than zero on each line

Median and Standard Deviation's calculation excludes the zero values or the empty cells (for statistical form).



CADAC Organization Portal User Guide



Number of Organizations in Group (including yours):76

		APR 2011 - MAR 2012						
Financial		Your Data		Group Statistics Data				
Line #	Description	\$	% of Group Total	Total	Median	Mean 1 based on the total number of orgs in the pool	Mean 2 based on the number of orgs with data HIGHER THAN ZERO	Standard Deviation
4700	Total Revenues (A)	316	0.00 %	141,056,093	368,339	1,856,001	1,856,001	6,761,344
5600	Total Expenses (B)	440	0.00 %	142,551,485	369,308	1,875,677	1,875,677	6,974,205

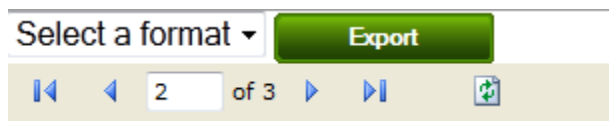
		APR 2011 - MAR 2012						
Statistical		Your Data		Group Statistics Data				
Line #	Description	#	% of Group Total	Total	Median	Mean 1 based on the total number of orgs in the pool	Mean 2 based on the number of orgs with data HIGHER THAN ZERO	Standard Deviation
1110	Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	1	0.02 %	5,764	33	78	80	129
1510	Attendance at public performances and literary readings produced by your organization and presented in your city / town / reserve	0	0.00 %	1,605,811	2,941	21,700	22,617	65,335

Consolidated Comparative Financial and Statistical Report

2 of 2

APR 30, 2014

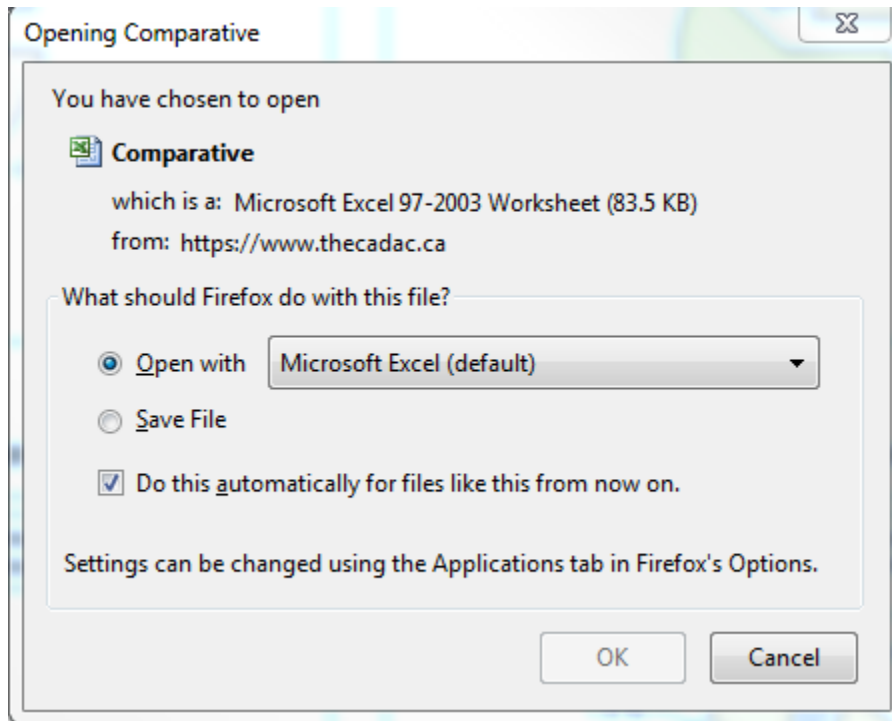
- Use the Select a format drop-down list to select an .xls or .pdf format to export the report.



- Click Export.
The File Download dialog box is displayed.



CADAC Organization Portal User Guide



6. Click Open to open the report or click Save to save it to the desktop before opening

Profile

The *Profile* page consists of two sections: Contact Information and Organization Information.

The contact information section displays the name of the organization contact, their title, email address and phone number. For information on how to change the organization contact details, see *Manage/Edit Users*.

The organization information section displays the organization's legal, operating and display names, full mailing address, incorporation number and charity number, if applicable. The address can be edited on this page. For other changes to the organization profile, contact the Financial Data Analyst.

To view or make changes to the profile follow these steps:

1. From the menu bar, click Profile.
The *Organization Profile* page is displayed.



CADAC Organization Portal User Guide



FORMS REPORTS PROFILE USERS HELP CONTACT US [Logout](#) EN | FR

Organization Profile

The organization profile includes organization and contact information. You can edit the address on this page. Changes to contact information are made in the **USERS** section. For information on how to edit users, [click here](#). For all other changes to organization profile, please contact the CADAC Financial Data Analyst/Administrator.

All fields marked with an asterisk (*) are mandatory.

CADAC ID: TES2318115

Name: Theatre ABC - Test

Contact: test1 tester

Phone: 613-566-4414

Email: jocelyne.alain@canadacouncil.ca

Web Site: No web site address entered.

Preferred Language: English 

Contact Information

Name: test1 tester

Title: Director

Email: jocelyne.alain@canadacouncil.ca

Phone: 613-566-4414



CADAC Organization Portal User Guide

Organization Information

Legal Name*: Theatre ABC - Test

Operating Name: Theatre ABC - Test

Display Name*: Theatre ABC - Test

Web Site:

Street Number*: 450

Street Number Suffix: A or ##

Street Name*: Sabrina

Street Type*: Street

Street Direction: Select Direction

Unit Type: Select Unit Type

Unit Number:

City / Town / Reserve*: Winnipeg

P.O.Box / Rural Route: 1047

Province / Territory*: Manitoba

Postal Code*: K1P 5V8

Fiscal Year End*: MAR 31

Incorporated?*: ☒ Yes ☐ No

Incorporation Number: gbsqjksalmsl;a

Type of Organization: ☒ Not-For-Profit ☐ For-Profit

Federally Registered Charitable Organization?*: ☐ Yes ☒ No

Federal Charity Number: - -

Separate multiple operating names using semi-colons. Maximum of 200 characters per name.

Street Information is not necessary if providing P.O. Box or R.R.

Select the blank option if the street type is not listed.

Federal Provincial

- #### - RR####

Back

Save

2. If you have made changes, click Save.
3. To exit without saving, click Back.

Users

The *Users* section of CADAC allows the organization contact and organization supervisor to create new users, manage existing users and change their own password.

Organization Roles

All organization users are assigned to a role thereby setting their security restrictions and permissions within CADAC.

The chart below outlines the title of each role within the Organization portal and the description and permissions of each role.



CADAC Organization Portal User Guide

ROLE	DESCRIPTION & PERMISSIONS
Organization Contact	Each organization will only have one contact person; manage organization users; submit data; edit data; view data; manage organization profile; use organization reports.
Organization Supervisor	Manage organization users; submit data; edit data; view data; manage organization profile; use organization reports.
Organization Submitter	Submit data; edit data; view data; manage organization profile; use organization reports.
Organization Editor	Edit data; view data; manage organization profile; use organization reports.
Organization Viewer	View data; use organization reports.

Create User

This section allows the organization contact and supervisor to add a new organization user to the system. The user is also assigned to a role thereby setting their security restrictions and permissions within CADAC.

1. From the menu bar, click Users.
The *Organization User Management* page is displayed.

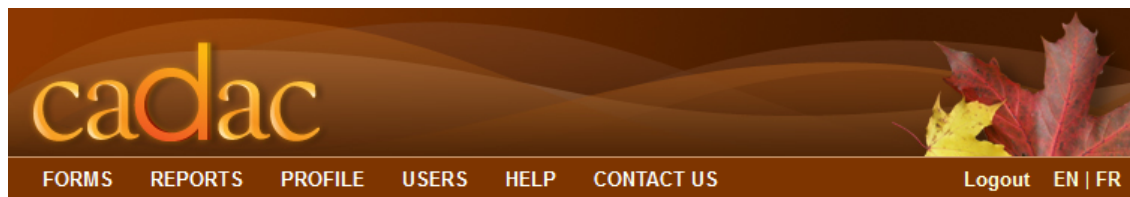


CADAC Organization Portal User Guide

2. Click Create User.
The *Create User* page is displayed.



CADAC Organization Portal User Guide



Create User

This page is used to create a new user in CADAC and assign a role to the user setting their security restrictions and permissions within CADAC. Users will be able to change their password once they log into CADAC.

Mandatory fields are marked with an asterisk (*).

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Portal*:	Organization
Legal Name*:	Theatre ABC - Test
User ID*:	
Password*:	
Confirm Password*:	
Email*:	
Confirm Email*:	
First Name*:	
Last Name*:	
Phone*:	###-###-#### ext
Title*:	
Preferred Language:	English

The Password must be 6 to 20 characters in length and must contain one upper case character, one lower case character and one number.

Role*:

- ☐ Organization Contact
 - 1. Each organization will only have one contact person; manage organization users; submit data; edit data; view data; manage organization profile; use organization reports
- ☐ Organization Supervisor
 - 2. Manage organization users; submit data; edit data; view data; manage organization profile; use organization reports
- ☐ Organization Submitter
 - 3. Submit data; edit data; view data; manage organization profile; use organization reports
- ☐ Organization Editor
 - 4. Edit data; view data; manage organization profile; use organization reports
- ☐ Organization Viewer
 - 5. View data; use organization reports

Save

Cancel



CADAC Organization Portal User Guide

3. Complete the form as follows. The asterisk (*) indicates mandatory fields that must be completed.

FIELD	DESCRIPTION
Portal	Organization portal is automatically entered.
Organization	Organization's CADAC display name is automatically entered.
User ID*	Create and enter the User ID.
Password*	Create and enter the password.
Confirm Password*	Confirm the password.
Email*	Enter the user's email address.
Confirm Email*	Re-enter the user's email address to confirm it has been entered correctly.
First Name*	Enter the user's first name.
Last Name*	Enter the user's last name.
Phone*	Enter the user's phone number.
Title*	Enter the user's title within the organization.
Preferred Language	Use the drop-down list to select the user's preferred language.

4. Use the radio buttons to assign a role to the user.
5. To add a new user to CADAC, click Save.

Manage/Edit Users

This section allows the organization contact and supervisor to manage the user details, password and role of users who belong to their organization.

1. From the menu bar, click Users.
The *Organization User Management* page is displayed.



CADAC Organization Portal User Guide

The screenshot shows the CADAC Organization Portal User Management page. The header features the CADAC logo and a navigation menu with links: FORMS, REPORTS, PROFILE, USERS, HELP, CONTACT US, Logout, and EN | FR. The main content area is titled "Organization User Management" and includes a prompt to select an option from a list: Create User, Users, and Change Password. A user profile summary box on the right displays the following information: CADAC ID: TES2318115, Name: Theatre ABC - Test, Contact: test1 tester, Phone: 613-566-4414, Email: jocelyne.alain@canadac..., Web Site: No web site address entered, and Preferred Language: English (selected from a dropdown menu).

Organization User Management

Please select one of the following options:

- [Create User](#)
- [Users](#)
- [Change Password](#)

CADAC ID: TES2318115

Name: Theatre ABC - Test

Contact: test1 tester

Phone: 613-566-4414

Email: jocelyne.alain@canadac...

Web Site: No web site address entered.

Preferred Language: English

2. Click Users.
The *Users* page is displayed.



CADAC Organization Portal User Guide

Users

This page displays the list of users that you manage. You can search for users by a variety of search criteria, including User ID, name, role, email, etc. The alphabetical search is for **User ID**. The list can be sorted by clicking any of the column headers.

To edit user information click the **User ID**. This will launch the **Modify User** page.

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

Search for Users

Search by: for:

Wildcard characters * and ? are permitted.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

User ID	Company Name	Last Name	First Name	Role	Portal
t10001	Theatre ABC - Test	tester	test1	Organization Contact	Organization
william	Theatre ABC - Test	Deslauriers	William	Organization Supervisor	Organization

3. To search for a specific user active in the system:

- i. Use the Search By drop-down list to specify the field to search. You can specify User ID, Email address, Legal Name, Last Name, First Name, Role or Portal. Use the For field to specify criteria. Click Find to execute your search.

Search by: for:

Wildcard characters * and ? are permitted.

Click the User ID to select the user from the list. The *Modify User* page is displayed.

- ii. Use the alphabetical list to narrow your User ID search. Click a letter of the alphabet. A list of User IDs that start with that letter is displayed.



CADAC Organization Portal User Guide

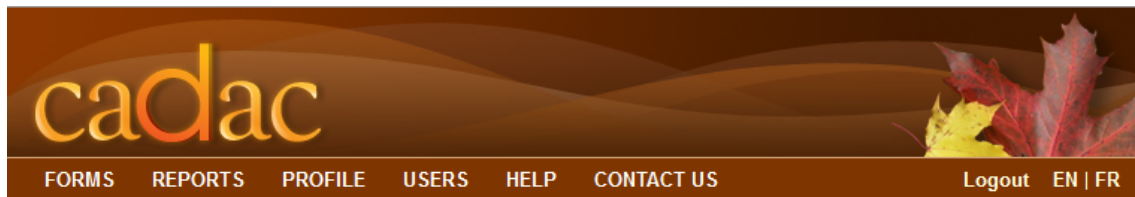
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All					
User ID	Company Name	Last Name	First Name	Role	Portal
t10001	Theatre ABC - Test	tester	test1	Organization Contact	Organization
william	Theatre ABC - Test	Deslauriers	William	Organization Supervisor	Organization

Click the User ID to select the user from the list. The *Modify User* page is displayed.

4. From the *Modify User* page you can edit the user's details, reset their password and change their role.



CADAC Organization Portal User Guide



Modify User

This page is used to change user information and suspend or terminate user access to CADAC. Click **Save** to save changes. To temporarily disable a user's access to CADAC, deselect the **Active** checkbox and click **Save**. To permanently delete a user from CADAC, click **Delete**.

All fields marked with an asterisk (*) are mandatory.

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

User ID: **william**

[Reset Password](#)

Portal*:	Organization
Organization Name*:	Theatre ABC - Test
Email*:	ajocelyne@sympatico.ca
First Name*:	William
Last Name*:	Deslauriers
Phone*:	819-561-7881
Title*:	Monsieur
Preferred Language:	French
Terms Acceptance Date:	APR 24, 2012
Active:	<input checked="" type="checkbox"/>



CADAC Organization Portal User Guide

Role*:

- ☐ Organization Contact
 - 1.Each organization will only have one contact person; manage organization users; submit data; edit data; view data; manage organization profile; use organization reports
- ☒ Organization Supervisor
 - 2.Manage organization users; submit data; edit data; view data; manage organization profile; use organization reports
- ☐ Organization Submitter
 - 3.Submit data; edit data; view data; manage organization profile; use organization reports
- ☐ Organization Editor
 - 4.Edit data; view data; manage organization profile; use organization reports
- ☐ Organization Viewer
 - 5.View data; use organization reports

- i. To save a record, click Save.
- ii. To temporarily disable a user's access to CADAC, deselect the Active checkbox and click Save.
- iii. To permanently delete a user from CADAC, click Delete.

Change Password

For security purposes, it is recommended that users change their password on a regular basis.

1. From the menu bar, click Users.
The *Organization User Management* page is displayed.



CADAC Organization Portal User Guide

Organization User Management

Please select one of the following options:

- [Create User](#)
- [Users](#)
- [Change Password](#)

CADAC ID: TES2318115
Name: Theatre ABC - Test
Contact: test1 tester
Phone: 613-566-4414
Email: jocelyne.alain@canadac...
Web Site: No web site address entered.
Preferred Language: English

2. Click Change Password.
The *Change Password* page is displayed.

Change Password

To change the password enter the current password followed by a new password. The new password must be 6 to 20 characters in length and must contain at least one upper case character, one lower case character and one number.

All fields marked with an asterisk (*) are mandatory.

User ID:

Current Password*:

New Password*:

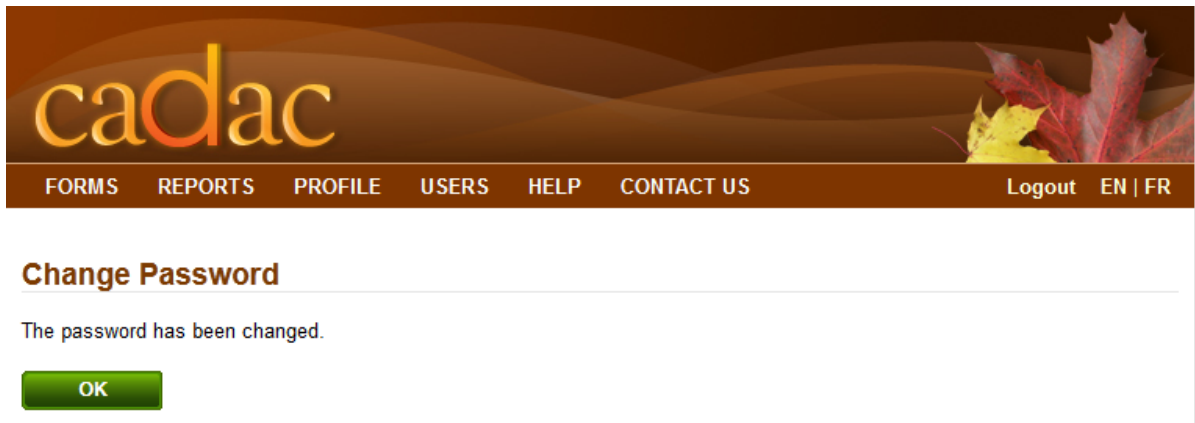
Confirm New Password*:

3. Enter your Current Password.



CADAC Organization Portal User Guide

4. Enter your New Password.
5. Re-type to confirm your new password.
6. Click Cancel to exit without saving.
The *Organization User Management* page is displayed.
7. Click Save to save your new password.
Confirmation that your password has been changed is displayed.





8. Click OK.
The *Forms* page is displayed.

Help

The Help section of CADAC provides users with helpful and detailed User Guides and Video Tutorials for the Organization Portal.



CADAC Organization Portal User Guide













FORMS REPORTS PROFILE USERS HELP CONTACT US Logout EN | FR

Financial and Statistical Forms











This page displays a summary of the organization's financial and statistical forms. You can enter data, view, edit, download forms and also upload attachments. Icons indicate the type of attachment and the [status](#) of the form.

Click **New** to add new data online. Click **Download** to download a form to the desktop for completing or printing offline. Click **Upload** to upload a completed form. For instructions on how to attach attachments to statements, [click here](#).

For instructions on how to **Submit** a financial form, [click here](#). For instructions on how to **Submit** a statistical form, [click here](#). To view Video Tutorials, go to the HELP menu "Video Tutorials."

-  [Help Index](#)
-  [Quick Start Guide](#)
-  [Video Tutorials](#)
-  [Print Help File](#)
-  [FAQs](#)
-  [Organizations Reports Guide](#)
-  [Statistical Form Structure Guide](#)
-  [Statistical Form Redesign Guide](#)
-  [Statistical Form Calculation of Totals Guide](#)
-  [List of Disciplines/Specializations/Practices](#)
-  [CADAC Accounting Template Guide](#)
-  [CADAC Accounting Template](#)

Legend

Form Status:	 Draft	 Submitted	 Under Review	 Revise	 Re-submitted	 Locked
Attachments:	 Add an Attachment	 Unaudited Financial Statements	 Review Engagement	 Audited Financial Statements		
Validation Report:	